

CITY OF MARYSVILLE

ASSISTANT PLANNER I

DEFINITION

To perform professional level work in the field of planning; to conduct special project research, as assigned; to prepare reports and recommendations relative to assigned area of responsibility; to receive complaints and conduct field investigations concerning reported violations of zoning and nuisance ordinances and other laws regulating land use and enforce these provisions by issuing warning letters, assessing fees and/or fines and citations and to assist the public in understanding and complying with adopted plans and regulations.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Planner series. This class is distinguished from the Associate Planner by the performance of the more routine professional tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Associate level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Community Development Director.

May exercise technical and functional supervision over clerical, technical personnel and consultants.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Perform professional level work in the field of planning, zoning and design and environmental review; evaluate project applications for variances, conditional use permits, subdivision approval, design review, lot line adjustment, etc. relative to zoning, environmental and other legal requirements including code compliance.

Process applications from submission through construction, making recommendations about conditions, approval/denial; conduct field review as necessary to assure compliance with approval conditions; and review and approve building and sign permits and business licenses.

Participate in the production of major planning documents such as the city's General Plan, community plans, environmental documents and specialized plans as necessary.

Gather and maintain demographic data and other related statistics; research, analyze, and interpret social, economic, population and land use data and trends; compile information and make recommendations on special studies; prepare technical and complex reports.

Coordinate with other city departments and public agencies; meet with applicants as necessary and correspond with applicants and/or their representatives regarding project status; and write staff reports

CITY OF MARYSVILLE
Assistant Planner (Continued)

and make presentations of findings and recommendations at public hearings and to public bodies.

Review development proposals requests made to the Community Development Division for conformance with appropriate regulations; prepare reports of findings and recommendations.

Attend meetings of the Planning Commission and/or City Council, as necessary.

Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards; assist the public with information at the public counter and by telephone regarding applicable statutes, regulations, and procedures.

Responds to and investigates complaints regarding violations of City zoning and nuisance ordinances; issues notices of violations; stipulates necessary changes for ordinance compliance; takes appropriate action to ensure compliance.

Prepare graphic displays; research and draft ordinances for review.

Build and maintain positive working relationships with co-workers, other city employees, and the public using principles of good customer service.

May be assigned to vehicle abatement and other duties as required

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- i. Principles and practices of land use planning and development.
- ii. Principles of environmental planning and administration of environmental policies.
- iii. Research and investigation procedures.
- iv. Statistical and research methods as applied to the collection, analysis and presentation of planning data.
- v. Modern office procedures, methods, and computer equipment.
- vi. English usage, spelling, grammar, and punctuation.
- vii. Arithmetic, basic statistics, and mathematical calculations.

Ability to:

- i. Perform professional level work in the field of current or advanced planning, zoning and design and environmental review.

CITY OF MARYSVILLE
Assistant Planner (Continued)

- ii. On a continuous basis sit at desk for long periods of time; intermittently stand at counter for long periods of time; twist and reach office equipment; write and use keyboard to communicate through written measures; and occasionally lift moderate weight.
- iii. On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe planning activities and problem solve when appropriate; understand, interpret and explain applicable ordinances and statues and department policies and procedures; visually differentiate between colors on land use maps.
- iv. Compile, analyze and evaluate technical, statistical and economic information; read and interpret maps and legal property descriptions.
- v. Obtain information through interview and questioning; work courteously and firmly with the public; work effectively with interruption.
- vi. Learn applicable environmental laws and regulations.
- vii. Use computers for word processing, spreadsheet, and data base applications.
- viii. Establish and maintain effective work relationships with those contacted in the course of work.
- ix. Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- i. One year or more of professional planning experience; and
- ii. Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, natural resource management, or a closely related field.

A qualified candidate will possess a California driver's license or the ability to obtain one within 6 months from the date of hire.