

PLANNER I

Under supervision, performs a variety of tasks to assist in various stages of project assignments and performance of ongoing work.

Under general supervision, prepares technical planning reports, assist staff in preparation of reports and studies, prepares, updates and maintains planning maps, graphics and documents, and is the support staff to community development services. Performs enforcement duties related to ordinance requirements, prepares legal notices and project tracking. Performs related responsibilities as required.

KEY RESPONSIBILITIES:

* Provides planning information to the public regarding such areas as zoning classifications, development standards and permit processes.
* Reviews and prepares reports and recommendations regarding application for lot line adjustments and time extensions.
* Inputs permits into computer and map tracking systems
* Conducts field inspections of property for compliance with zoning ordinance and planning permit standards
* Prepares criminal complaints and issues citations to individuals regarding zoning violations, and testifies in court as required
* Assist in researching information and compiling data for reports and inquires
* Assists in researching new development standards and new ordinances
* Prepares various technical planning reports
* Performs enforcement duties of selected zoning ordinance provisions
* Compiles technical data for analysis such as demographic information and land use information
* Monitors and update project tracking systems
* Prepares planning maps and materials for staff reports and special studies
* Sets up, attends, responsible for minutes and action agendas as well as clean-up for all Planning Commission meetings
* Performs related duties as required

REPORTING RELATIONSHIPS:

This position reports to the Community Development Director.

DESIRABLE QUALIFICATIONS:

Knowledge of/Skill in/Ability to:

* Principles and practices of planning
* Computer usage and applications
* Basic mathematics and statistical analysis
* Recordkeeping principles and procedures
* Modern office methods and procedures
* Use of Geographic Information Systems (GIS) to prepare maps
* Standard terminology, techniques and practices of modern planning
* English usage, spelling, grammar, technical writing.
* Interpret and apply ordinances and regulations
* Communicate effectively and tactfully with individuals and small groups
* Establish and maintain effective working relationships with associates, officials and the general public
* Prepare technical reports, documents and correspondences to the public
* Analyze and systematically compile technical and statistical information
* Learn and apply computer applications
* Prioritize work and meet deadlines

EXPERIENCE AND EDUCATION:

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying.

* Possession of a Bachelor’s Degree that is acceptable within the United States accredited college or university system in/or with major course work pertaining to Urban or Regional Planning, Engineering, Geography, Architecture, Public or Business Administration or a closely related field.

SPECIAL REQUIREMENTS:

* Possession of, or ability to obtain, P.C. 832 (Laws of Arrest) certificate within six months of appointment.
* Possession of or ability to obtain a valid California Driver’s License.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

COMPENSATION AND BENEFITS:

* Department: Community Development – Unrepresented Employee
* Salary: $3,939 – $4,788 Monthly – starting pay step based on qualifications
* 12 days of vacation
* 11 holidays per year
* Health/dental/vision/life insurance
* PERS 2@ 55 for current members or 2 @ 62 for non-members
* ICMA 457 Deferred Compensation Program available
* Wellness Program
* Employee Assistance Program