

ASSISTANT PLANNER

Definition:

Under general supervision performs a variety of professional level and technical municipal planning work of average difficulty to include reviewing projects at the preliminary development stage, site plan review and providing information related to City codes and development standards; compiles data and drafts reports and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Performs preliminary reviews of a variety of projects to include residential, commercial and industrial development projects.

Reviews site plans, room addition plans and tenant improvements and verifies that projects comply with applicable regulations, standards and codes.

Reviews business license registrations to verify permitted uses related to project address.

Conducts project inspections on-site to verify conformity with City standards, land use and zoning requirements and posts notices as needed.

Conducts or participates in special studies of land use, land economics and other factors related to zoning and planning issues and prepares a variety of studies, reports and related material.

Conducts a variety of zoning related surveys and assists in preparing graphic presentations and reports on community characteristics related to zoning issues.

Operates a personal computer and uses applicable software to draft and produce correspondence in response to basic public inquiries, staff reports and other material.

Responds to a variety of inquiries via telephone and in person at a public counter.

Meets with architects, builders, contractors, engineers, realtors and the public regarding standard City planning and zoning procedures.

Uses a camera to perform on-site photo documentation and basic hand tools including a hammer and screwdriver.

Attends a variety of meetings and makes oral and written presentations.

Assists in maintaining a data base of information for planning purposes.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and moves boxes of records weighing 30 pounds or less.

Class Characteristics:

Assistant Planner is an entry-level professional planning class in the Development Services Department. Tasks require the use of judgment and initiative and can be narrow or broad in scope. Assistant Planner is distinguished from the Associate Planner by the Assistant's performance of the more routine and less difficult, less complex tasks and duties.

Contacts and Relationships:

An Assistant Planner establishes and maintains contact with staff in the Development Services Department and staff in other City departments. Additional contact will occur with the public, developers, landowners and contractors.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Principles, concepts and practices of urban planning and land use.

Basic subdivision regulations, development standards and zoning codes.

Basic principles, practices, methods and procedures of data collection and research techniques.

General building practices as they relate to plan review.

Recent developments, literature and sources of information regarding planning issues.

Intermediate math and its application to planning work.

English usage, spelling, grammar and punctuation.

Computer applications related to area assigned.

AND

Ability to:

Learn, interpret and apply laws, regulations, codes and ordinances related to area assigned.

Conduct basic planning/land use and other studies and prepare related reports and recommendations.

Analyze plan compliance with City development standards and land use/zoning codes and requirements.

Analyze a variety of elements of assigned planning projects and prepare clear and concise reports.

Interpret site plans, maps, plot plans, street measurements and related documents.

Apply engineering and architectural conversion scales.

Understand and carry out oral and written instructions and use independent judgment and initiative.

Establish and maintain effective relationships with those contacted in the course of work.

Communicate effectively orally and in writing.

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree in Planning, Architecture, Public Administration, Engineering or a related field from an accredited college or university.

AND

Experience:

One year of experience in planning related work in a technical or internship level position.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Assistant Planner file financial disclosure statements in accordance with state and local laws.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors in an office environment, at a public counter and outdoors in the field. When work is performed outdoors there may be exposure to the elements. An incumbent drives a vehicle on City business, sits for extended periods of time, uses basic hand tools, operates a camera, computer, keyboard and related equipment, stands, walks, reaches, bends, twists, kneels, reaches and grasps and may lift and carry boxes of records weighing 30 pounds or less. When in the field, an incumbent may walk on slippery/uneven surfaces and slopes, crouch, twist and be exposed to construction materials and dust. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Professional.

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