

**ASSISTANT PLANNER  
ASSOCIATE PLANNER**

**DEFINITION**

To perform a variety of professional duties related to long range and current planning; to apply and explain rules, regulations, procedures and policies related to urban and environmental planning within the City of San Pablo; to review plans for consistency with City policies and procedures; and to provide technical support to management.

**SUPERVISION RECEIVED AND EXERCISED**

Assistant Planner

General supervision is provided by the Development Services Manager, and may receive technical and functional supervision from an Associate Planner.

Associate Planner

Direction is provided by the Development Services Manager.  
Technical and functional supervision may be provided to lower level classes.

**DISTINGUISHING CHARACTERISTICS**

Assistant Planner - This is the entry level class in the Planner series. This class is distinguished from the journey by the performance of the more routine 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 allocated to the journey 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.

Associate Planner - This is the journey level class within the Planner series. This class is distinguished from the Assistant Planner by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

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

Essential

Perform professional level work in the field of current or long-range planning; compile information and make recommendations on special studies; and, prepare technical and complex reports.

Serve as staff to the Planning Commission; prepare agenda and appropriate reports; make and present findings and recommendations.

Prepare and provide recommendations on development permits, specific plans, special use permits, variances, tentative maps, residential planned development permits, and other zoning applications.

Serve as Planner-on-Duty reviewing, checking and processing applications and permits for conformance to planning and zoning requirements; provide detailed and complex information to the general public, City staff, and other agencies regarding zoning district requirements, planning related municipal codes, City development policies and standards.

Perform site inspections and zoning enforcement duties including detailed identification and documentation of inconsistencies with City code; actively participate in hearings and testify in court as required.

Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards.

Prepare and present new City ordinances including initial issue identification, research and analysis of state law, hosting community workshops, drafting and presenting ordinance for adoption, and finalizing legal notices.

Research, analyze, and interpret social, economic, population and land use data and trends; gather and maintain demographic data and other related statistics.

Conduct planning studies and prepare written reports on various planning matters and elements of the general plan.

Identify need for and participate in the environmental review process; review and process applications, document findings and recommendations.

Solicit and review grant resources related to urban design and community development.

Review current and/or long range planning projects for consistency with City standards and other applicable State and Federal rules and regulations; coordinate with multiple City departments and outside stakeholders; and prepare and present required reports.

Participate in the selection and oversight of outside consultants ensuring the interests of the City are being met.

Determine projects' compliance with the City's General Plan, zoning and subdivision policies and regulations; review and analyze projects for completeness.

Prepare staff reports and graphic displays; present planning and zoning matters to the City Council, and citizen boards and committees; coordinate planning activities with other city departments, and with outside agencies as required.

Coordinate with outside consultants as it relates to fee studies; conduct research other jurisdictions; collect, compile and submit required data; and review consultants' recommendations.

Participate in a variety of special projects or assignments related to the overall operations of the Department.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service. Perform related duties as assigned.

Important

Perform related duties as assigned.

**QUALIFICATIONS**

Assistant Planner

Knowledge of:

Principles and practices of urban planning, land use, and environmental analysis.

Federal, State, local laws, codes and regulations pertaining to urban planning, zoning, traffic circulation, and land division.

Research techniques and analysis and statistical methods related to social, population, and land use data and trends.

Pertinent local, State and Federal laws, ordinances and rules, including the California Environmental Quality Act (CEQA) and California land use and planning law.

Site planning and architectural design.

Current issues, literature and informational sources in the field of planning and zoning.

Personal computer and planning software programs and applications.

Techniques and strategies of pursuing grant resources.

Principles of GIS.

Ability to:

Perform professional planning duties related to urban planning and development; manage the less complex planning projects; problem solve the more routine planning issues.

Analyze and compile technical and statistical information; compose and prepare technical reports and graphic presentations.

Understand, learn and interpret City standards and regulations as well as applicable environmental, planning and other related laws and regulations.

Review and evaluate land use maps, design and construction plans.

Utilize a personal computer and other applicable office equipment.

Exercise a high degree of professionalism, using tact and diplomacy in dealing with the public.

Exercise independent judgment in carrying out projects and daily activities.

Attend evening meetings.

Communicate effectively, orally and in writing.

Prepare clear, concise and accurate reports and conduct presentations to a variety of internal and external customers.

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

Associate Planner

In addition to the requirements of Assistant Planner:

Knowledge of:

Detailed, in-depth working understanding of current trends in federal, state and local planning, and laws, codes, ordinances and rules affecting community planning.

Environmental review standards and processes, including knowledge of CEQA and NEPA and the preparation of Environmental Impact Reports, Initial Studies and (Mitigated) Negative Declarations.

Principles and practices of project management.

Principles and practices of budget preparation and monitoring.

Principles and practices of supervision.

Ability to:

Independently perform the full range of professional planning duties with only occasional instruction or assistance as new or unusual situations arise, including project management.

Manage projects and multiple priorities effectively.

Make formal presentations before groups utilizing visual displays and graphics.

Prepare clear, concise and comprehensive planning reports for the more complex development projects.

Research, problem solve, and negotiate.

**EXPERIENCE AND EDUCATION**

Assistant Planner

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of technical planning related experience.

Education:

Equivalent to a Bachelor's Degree in Urban Planning or a closely related field; a Master's degree in Planning or a closely related field is highly desirable and may be substituted for six months of the required experience.

License or Certificate:

Possession of a valid California Driver's License.

Associate Planner

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of professional experience that relates to land use regulations, planning, zoning, or development review process similar to an Assistant Planner with the City of San Pablo.

Education:

Equivalent to a Bachelor's Degree in Urban Planning or a closely related field; a Master's degree in Planning or a closely related field is highly desirable and may be substituted for six months of the required experience.

License or Certificate:

Possession of a valid California Driver's License.

**PHYSICAL REQUIREMENTS:**

The work requires a combination of the following physical requirements depending upon a given task, on a given day: 3 to 6 hours of sitting, finger dexterity, light grasping, near vision accuracy; up to 3 hours of standing, walking, bending, crouching, stooping, kneeling, twisting, turning, firm

grasping, reaching forward or overhead, pinch grasping, eye-hand foot coordination, driving, depth perception, accommodation, and color vision; up to 3 hours of lifting, carrying or pushing/pulling 25 lbs. or less; up to 6 hours of eye-hand coordination; 3 to 6 hours of near vision accuracy; up to 3 hours of face-to face contact and verbal contact (conversations or on the telephone).

**MENTAL REQUIREMENTS:**

The work requires a combination of the following mental requirements depending upon a given task, on a given day: interpreting, taking, comprehending and following instructions; standard problems; one or two step instructions to detailed, uninvolved instructions; simple to complex-reading, writing, and math skills; spatial, clerical, forming, coordinating, analyzing, compiling, computing, copying, comparing, instructing, supervision, speaking-signaling, driving-operation ; perform simple, repetitive tasks to varied, complex tasks; maintain work space, relate to other people; influence other people; generalizing, evaluating; responsibility for direction.

**WORK ENVIRONMENT:**

Work is performed indoors and outdoors; unprotected heights; moving machinery; slippery/uneven surfaces; below ground; using a computer and other office equipment; working alone; working around or with others; exposure to moderate office noise.