

CITY OF HEMET
ASSOCIATE PLANNER

DEFINITION

Under limited supervision, performs the more difficult professional current or long range planning work; performs related duties as required.

CLASS CHARACTERISTICS

The Associate Planner classification is the intermediate level in the professional planner series. It is distinguished from the Assistant Planner classification by its increased responsibility for project management, and the more difficult planning assignments.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Conducts complex assignments involving current or long range planning projects; confers with applicants and agency representatives to identify problems; evaluates data and proposes methods to resolve conflicting issues of plan implementation, zoning requirements, and environmental impact.
2. Evaluates current development projects by detailed review of plans for architectural, zoning and general plan requirements; performs field surveys to identify problems and upon completion of projects to ensure conformance with applicable requirements, discusses recommendations with builders, developers, architects, and real estate professionals.
3. Contributes to the review and revision of local ordinances; conducts research; prepares or supervises the preparation of complex planning reports including staff reports, EIR'S, negative declarations and special studies.
4. Confers and advises architects, engineers, attorneys, developers, and the general public regarding City development procedures and processes.
5. Responds to inquiries, both orally and in writing; applies planning policies, state laws and local ordinances, or explains procedures; provides assistance to the Planning Commission, City Council, and other committees and commissions; may make presentations.
6. Coordinates planning activities with other departments, state, county, and federal agencies; conducts Staff Review Board meetings by developing agenda, distributing materials, preparing reports and letters, and chairing the meetings.

EXAMPLES OF DUTIES (Continued)

7. May have lead supervision over interns, professionals, and technicians.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include completion of a four-year college curriculum with major work in planning, environmental design, architecture, landscape architecture, or a related field; and three years of progressively responsible experience in current or long range planning.

Knowledge, Skills, and Abilities

Thorough knowledge of the principles and practices of planning; related state and federal laws, ordinances, rules and regulations. Considerable knowledge of the California Environmental Quality Act; Subdivision Map Act; site planning and architectural review; building and engineering principles. Ability to plan, organize, and coordinate planning activities; prepare and present reports; communicate effectively both orally and in writing; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships.

Special Requirements

Possession of or ability to obtain a valid Class III California driver's license and a satisfactory driving record.