

PLANNER I/II

DEFINITION

Under direct or general supervision, performs a variety of professional and technical routine to complex activities in the field of current and advanced planning, including review of development and land use applications, zoning, site plan and environmental reviews; completes technical assessments, prepares written project analyses; provides professional advice and assistance to the public on planning, community development, zoning, permits and environmental review; performs code enforcement, including the identification, investigation, and correction of violations of the City's municipal, building, zoning, occupancy, signage and housing codes; and performs related work as required.

CLASS CHARACTERISTICS

Planner I: This is the entry-level class in the Planner I/II series. Initially, under direct supervision, incumbents learn the more routine planning, zoning, and related functions encountered by the City. Responsibilities include providing a range of routine customer service to the public at the front counter and on the telephone regarding policies and procedures, ongoing projects, zoning regulations, permit requirements and related building and development issues; under direct supervision, performing basic staff reports, CEQA documents, public notices, etc. As experience is gained, assignments become more varied and are performed with greater independence. This class is alternately staffed with the Planner II and incumbents may advance to the higher level upon meeting the promotional requirements established for the position.

Planner II: This is the journey-level class in the Planner series. Incumbents may be assigned the full range of routine and complex planning, zoning, and related functions encountered by the City. Responsibilities include providing a range of routine and complex customer services to the public at the front counter and on the telephone regarding policies and procedures, ongoing projects, zoning regulations, permit requirements and related building and development issues. This class requires the frequent use of independent judgment as well as a knowledge of departmental and City activities. This class is flexibly staffed and normally filled by promotion from the lower class of Planner I, or when filled from the outside, requires satisfactory demonstration of ability to meet the requirements established for promotion to the position.

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

- Reviews building plans for completeness and compliance with current City land use codes, General Plan, and other regulations; identifies corrective actions to be taken by owners; recommends improvement and rehabilitation programs; conducts follow-up and recheck, approves or denies submittals.

- Reviews commercial, industrial and residential development proposals, plans, and applications for issuance of zoning clearance; reviews for compliance with appropriate regulations and policies.
- Serves as project coordinator for routine application projects, including analyzing and evaluating site and architectural plans, performing technical review and making recommendations, ensuring plans and applications receive appropriate signatures, and coordinating in-house review with contractors.
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets social, economic, population and land use data and trends; develops recommendations and prepares written reports on various planning matters and elements of the City's General Plan.
- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information; prepares spreadsheets and establishes and maintains a comprehensive database.
- Prepares staff reports for the Historic & Design Review Commission, Planning Commission, City Council, various committees and advisory boards as directed; prepares research, reports, maps, and conducts briefings.
- Confers with and advises architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards; provides and clarifies information relative to zoning, general plan compliance, signage, and other issues.
- Conducts studies and needs assessments for the development of programs to address significant development issues.
- Participates in coordinating City planning and development related activities with other City departments and with outside agencies.
- Addresses questions or concerns from the general public on planning, zoning, land use, and other related issues, and provides requested information in a timely and courteous manner.
- Receives, records, and investigates complaints from the public and staff regarding violations of municipal codes, ordinances, standards, health and safety regulations; conducts site inspections; documents violations; initiates contacts with residents, business representatives, and other parties to explain the nature of incurred violations and to encourage compliance; initiates abatement procedures; prepares notices of violation or noncompliance and citations according to applicable codes and regulations; and coordinates with other departments and the City Attorney.
- Maintains accurate records and files.
- Performs other duties as assigned.

REQUIREMENTS

Knowledge of: Principles, practices and procedures related to city and regional planning, development and zoning administration; applicable Federal, State, and local laws, codes and regulations, as well as Community Development Program rules and requirements and related reports.; geographic, socio-economic, transportation, political and other elements related to city planning; comprehensive plans and current

planning processes and the development process; site planning, historic preservation, and architectural design principles; researching and reporting methods, techniques and procedures; recent developments, current literature, and sources of information related to planning and zoning; modern office methods, practices, procedures and equipment, including computer hardware and software necessary for work functions, including word processing, spreadsheet, and database applications; project coordination techniques; practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports; methods and techniques of effective technical report preparation and presentation; English usage, grammar, spelling, vocabulary, and punctuation; business arithmetic and basic statistical techniques; English usage, grammar, spelling, vocabulary, and punctuation; principles of record keeping; techniques for dealing effectively with those contacted in the course of work, both in person and on the telephone.

Ability to: Interpret, apply and explain complex laws, codes, regulations and ordinances, and planning and zoning programs; read plans and specifications and make effective site visits; identify and respond to issues and concerns of the public, Historic & Design Review Commission, Planning Commission, City Council, and other City committees and commissions; analyze site design, terrain constraints, circulation, land use compatibility, utilities and other urban services; enforce ordinances and regulations effectively and tactfully; make effective public presentations; conduct routine research projects, evaluate alternatives, and make sound recommendations; prepare clear and concise technical and staff reports, correspondence, policies, procedures and other written materials; effectively represent the Department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations and individuals; analyze and compile technical and statistical information and prepare reports; make sound, independent decisions within established policy and procedural guidelines.; operate modern office equipment including computer equipment and software programs; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

OTHER REQUIREMENTS

- Must possess a valid California Driver's License.
- Must be willing to work nights, weekends, and overtime as necessary.

PHYSICAL REQUIREMENTS

Must be able to perform the physical aspects of the job, including sitting or standing for periods of time, operating standard office equipment, including a computer; inspecting City development sites, including traversing uneven terrain, climbing ladders and stairs, operating a motor vehicle; lifting or carrying up to 50 lbs.; occasionally working outside in varying weather conditions.

EXPERIENCE AND TRAINING

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

Planner I and II: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in city or regional planning, community development, business or public administration, or a related field.

Planner I: At least one (1) year of responsible experience in planning, zoning and related community development activities or a related field is desirable.

Planner II: Satisfactory demonstration of at least two (2) years experience independently performing the duties of Planner I, and the ability to perform the specific tasks established for promotion to the position.