Bargaining Unit:

FLSA:

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Position Number:

Covered 1250

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ASSISTANT PLANNER

DEFINITION

Under general supervision, to perform a variety of technical and professional planning, zoning, and land use activities; to prepare staff reports for City boards and commissions involved in planning and land use issues; to interpret and apply zoning, sign, and Municipal planning ordinances; to provide a variety of public assistance in responding to inquiries and answering questions related to planning and land use issues, applications, and permits; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is entry and first working level in the technical, professional Planner class series. Incumbents are expected to have the background and training to quickly learn City land use policies and perform a variety of planning assistance and studies. It is distinguished from the next higher level of Planner by the scope of assignments and degree of independence with which an incumbent functions. Planner incumbents are expected to perform a broader scope of assignments on a more independent basis. After two years of experience as an Assistant Planner and demonstration of requisite work skills and knowledge, an incumbent will normally be considered for promotion to the Planner level.

REPORTS TO

City Planner

CLASSIFICATIONS SUPERVISED

An incumbent may provide some training for Planning Technician. .

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Gathers and organizes a variety of information, preparing staff reports for City boards and commissions concerned with planning and land use issues; develops and makes oral presentations of findings and recommendations; interprets and applies zoning ordinances, sign ordinances, and Municipal code requirements to a variety of land use issues; reviews industrial, commercial, residential, and sign building permits for zoning and ordinance compliance; processes site plan approvals, minor subdivision proposals, water/sewer agreements, temporary encroachment permits, and street closures; provides technical support

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

for a variety of City land use entities; conducts a variety of research and data collection for land use development, zoning history, and compliance with City land use ordinances and policies; assists the public with problems and inquiries related to land development, business licenses, and zoning.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; continuous contact with other staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

General theory, principles, and practices of land use planning and their application to a variety of planning problems.

Laws, rules, regulations, and policies affecting land use and zoning.

Research methods and statistical analysis.

Environmental impacts of changes in land use.

Graphic illustration and presentation.

Computers and software used in professional planning work.

Ability to:

Perform professional planning studies, environmental reviews, and zoning enforcement.

Read and interpret laws, ordinances, general plan elements, environmental impact statements, and other documents related to community planning and land use.

Collect, compile, and analyze technical, statistical, and other information related to public planning.

Read and interpret maps.

Prepare a variety of planning, environmental and zoning reports.

Operate a computer and use appropriate software in the performance of professional planning work.

Make effective oral and written presentations.

DESIRABLE QUALIFICATIONS (continued)

Ability to: (continued)

Effectively represent the City Planning functions in responding to inquires, providing assistance, and dealing with public and community organization concerns about planning, land use, and zoning.

Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Completion of the requirements for graduation from an accredited college or university with a Bachelor's degree in planning or a closely related field and two year of experience in city or county planning

Special Requirements:

Possession of a current and valid California Driver's License.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

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DATE June 12, 2000