City of Merced

Bargaining Unit:

FLSA:

01 Covered

Position Number:

6350

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 the first experienced working level in the technical, professional Planner class series. Incumbents are expected to be familiar with City land use policies and perform a variety of technical and professional planning assignments. It is distinguished from the lower level of Assistant Planner by the scope of assignments and degree of independence with which an incumbent functions. Assistant Planner is the entry and first working level in the series with incumbents expected to perform a more narrow scope of assignments under closer supervision. It is distinguished from the higher level of Associate Planner by the fact that Associate Planner is the fully experienced with incumbents performing the full range of current and advanced planning.

REPORTS TO

City Planner

CLASSIFICATIONS SUPERVISED

An incumbent may provide some training for Planning Technician I, II.

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 for a variety 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;

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

assists with the preparation and maintenance of comprehensive demographic data, special studies, and environmental impact reports; participates in the development and revision of planning and zoning ordinances; 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 administration and 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.

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.



DESIRABLE QUALIFICATIONS (continued)

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 a Bachelor's degree in planning or closely related field from an accredited college or university and two years experience in city/county planning, including zoning administration, long range planning, or environmental assessment.

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.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.

APPROVED

Personnel Board

DATE

June 12, 2000