

LEGEND:

Additions

Deletions

Proposed, May 2019

Approved September 2015

CITY OF SANTA CLARA, CALIFORNIA
ASSISTANT PLANNER-I
(232)

EDUCATION AND EXPERIENCE

Minimum Requirements:

- *Bachelor's Degree from an accredited college or university in Urban and Regional Planning, Environmental Studies, Architecture, or closely related field;*
- Six (6) months of *experience in a position with public contact, including customer service, complaint resolution, public education, or policy analysis*~~public or private sector planning experience. Education equivalent to graduation from an accredited college or university with an Associate's Degree in city planning, environmental studies, geography, architecture, public administration, or a closely related field; and~~

Possible Substitutions:

- ~~One (1) year of additional planning experience may be substituted for up to one year of the required education.~~

Desirable Qualifications:

- *Paraprofessional or internship experience in public or private sector.*
Computer proficiency in ~~data tracking~~/mapping programs, such as *Geographic Information Systems (GIS) or permitting software, such as* Accela ~~is desirable~~.

LICENSE

~~Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment.~~

DISTINGUISHING CHARACTERISTICS

This is an entry-level classification in the professional Planner series. Responsibilities include making decisions and acting, within general guidelines, in the role of a project planner, as well as demonstrating good diplomatic skills in dealing with the general public and staff. This classification is distinguished from the ~~Assistant Planner-II~~*Associate Planner* by the performance of the less complex, more routine professional tasks and duties assigned to positions within this series.

TYPICAL DUTIES

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

Under general supervision:

- Assists ~~the City Planner~~ in the administration of subdivision and land use regulations
- Assists developers in filing applications for land use review, including mapping and compiling data, General Plan, zoning, subdivision, variances, use permits, and environmental

ASSISTANT PLANNER I (continued)

review

- Prepares *and delivers written and oral presentations*, graphics, public notices and distribution lists *to staff, project developers, and the general public* ~~for public hearings and/or meetings~~
- Reviews and compares plan sets for consistency
- Provides support to the Permit Center, ~~cooperates with~~ *assists* property owners, project developers, public officials, and consultants in review of plans for development
- Maintains planning data using various computer software programs, such as ~~computer~~ mapping and database systems
- *Reviews and prepares environmental documents to meet California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA)*
- Distributes applications to agencies and individuals concerned with proposed developments
- *Presents projects at public meetings*
- May represent the *Community Development Department at meetings and conferences as needed* ~~City at Planning advisory committees, other committees and agencies as directed~~
- ~~Makes field inspections~~ *Conducts field inspections, surveys, or impact studies*
- *Assists with researching, analyzing, and interpreting social, economic, population, and land use data and trends*
- ~~Develops special studies and general reports~~
- ~~Responds to public inquiries~~
- ~~Conducts architectural review~~
- ~~Conducts related work as required such as developing reports, making presentations and utilizing computer mapping and database systems; and~~
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles and practices of urban and regional planning
- Pertinent Federal, State and local laws and regulations, including those relating to planning, zoning, land use and the environment
- ~~Environmental and safety practices, procedures and standards~~ *California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA)*
- Computer applications (such as Microsoft Word, Access, Excel and PowerPoint)
- ~~Research methods and techniques, including statistics~~
- ~~Correct English usage, including spelling, grammar, and punctuation.~~

Ability to:

- *Read and interpret architectural and engineering plans and specifications*
- Research, interpret, apply and explain established laws, rules, policies and procedures related to planning
- Prepare *comprehensive* written and oral presentation materials, *graphics, maps, and charts* ~~for committees and/or commissions~~
- *Present projects at public meetings*
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Establish and maintain effective working relationships with those contacted in the course of work, including the general public
- Work in a team-based environment and achieve common goals
- Communicate clearly and effectively, both orally and in writing

ASSISTANT PLANNER I (continued)

- Implement and improve methods and procedures
- Bend, stoop, reach, carry, climb, and lift *up to 25 pounds as necessary* to perform assigned duties
- ~~• Understand and follow oral and written instructions~~
- ~~• Spell correctly and use proper English grammar~~
- ~~• Use initiative and sound independent judgment within established guidelines~~
- ~~• Deal tactfully and courteously with others~~
- ~~• Respond appropriately to conflicts and/or complaints~~
- ~~• Communicate and work effectively with irate or difficult members of the general public~~
- ~~• Conduct field studies; evaluate site in context of project~~
- ~~• Understand the relationship of General Plan to other regulations~~
- ~~• Administer architectural review process~~
- ~~• Prepare graphics, such as those necessary for public review of land use proposals~~
- ~~• Review and analyze proposals submitted as to technical compliance and workability~~

SUPERVISION RECEIVED

Works under the supervision of the ~~City~~ *Principal Planner, Development Review Officer, Planning Manager, Senior Planner*, or other supervisor, as assigned.

SUPERVISION EXERCISED

May assist in training of administrative support staff, technical assistants, and as-needed staff.

OTHER REQUIREMENTS

- *Must be able to work evenings and weekends as required.*
- Must be able to perform all of the essential functions of the job assignment.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

CITY OF SANTA CLARA, CALIFORNIA
ASSISTANT PLANNER
(232)

EDUCATION AND EXPERIENCE

Minimum Requirements:

- Bachelor's Degree from an accredited college or university in Urban and Regional Planning, Environmental Studies, Architecture, or closely related field;
- Six (6) months of experience in a position with public contact, including customer service, complaint resolution, public education, or policy analysis

Desirable Qualifications:

- Paraprofessional or internship experience in public or private sector.
Computer proficiency in mapping programs, such as Geographic Information Systems (GIS) or permitting software, such as Accela.

DISTINGUISHING CHARACTERISTICS

This is an entry-level classification in the professional Planner series. Responsibilities include making decisions and acting, within general guidelines, in the role of a project planner, as well as demonstrating good diplomatic skills in dealing with the general public and staff. This classification is distinguished from the Associate Planner by the performance of the less complex, more routine professional tasks and duties assigned to positions within this series.

TYPICAL DUTIES

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

Under general supervision:

- Assists in the administration of subdivision and land use regulations
- Assists developers in filing applications for land use review, including mapping and compiling data, General Plan, zoning, subdivision, variances, use permits, and environmental review
- Prepares and delivers written and oral presentations, graphics, public notices and distribution lists to staff, project developers, and the general public
- Reviews and compares plan sets for consistency
- Provides support to the Permit Center, assists property owners, project developers, public officials, and consultants in review of plans for development
- Maintains planning data using various computer software programs, such as mapping and database systems
- Reviews and prepares environmental documents to meet California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA)
- Distributes applications to agencies and individuals concerned with proposed developments
- Presents projects at public meetings
- May represent the Community Development Department at meetings and conferences as

ASSISTANT PLANNER (continued)

needed

- Conducts field inspections, surveys, or impact studies
- Assists with researching, analyzing, and interpreting social, economic, population, and land use data and trends
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles and practices of urban and regional planning
- Pertinent Federal, State and local laws and regulations, including those relating to planning, zoning, land use and the environment
- California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA)
- Computer applications (such as Microsoft Word, Access, Excel and PowerPoint)

Ability to:

- Read and interpret architectural and engineering plans and specifications
- Research, interpret, apply and explain established laws, rules, policies and procedures related to planning
- Prepare comprehensive written and oral presentation materials, graphics, maps, and charts
- Present projects at public meetings
- Effectively handle multiple priorities, organize workload, and meet strict deadlines
- Establish and maintain effective working relationships with those contacted in the course of work, including the general public
- Work in a team-based environment and achieve common goals
- Communicate clearly and effectively, both orally and in writing
- Implement and improve methods and procedures
- Bend, stoop, reach, carry, climb, and lift up to 25 pounds to perform assigned duties

SUPERVISION RECEIVED

Works under the supervision of the Principal Planner, Development Review Officer, Planning Manager, Senior Planner, or other supervisor, as assigned.

SUPERVISION EXERCISED

May assist in training of administrative support staff, technical assistants, and as-needed staff.

OTHER REQUIREMENTS

- Must be able to work evenings and weekends as required.
- Must be able to perform all of the essential functions of the job assignment.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.