

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)

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Minimum Requirements:

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- 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**

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**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**

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