

LEGEND:

Additions

Deletions

Approved July 2008

Proposed May, 2019

CITY OF SANTA CLARA, CALIFORNIA
ASSOCIATE PLANNER
(240)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- ~~Education and experience equivalent to graduation~~*Bachelor's Degree* from an accredited college or university ~~with a masters degree in -Urban and Regional Planning, Environmental Studies, Architecture, or closely related field; and~~*urban or regional planning, and;*
- Two (2) years of *increasingly responsible* professional municipal *or regional* planning experience *performing duties similar to an Assistant Planner for the City of Santa Clara.*

Possible Substitutions:

- *A Master's Degree from an accredited college or university in Urban and Regional Planning or closely related field may be substituted for one year of the required experience.*
- ~~Successful completion of the probationary period as an Assistant Planner II with the City of Santa Clara may be substituted for the required two years experience.~~

Desirable Qualifications:

- Computer proficiency in Microsoft Word, Excel, Geographic Information Systems (GIS), permit tracking and data tracking/~~mapping~~ programs, such as *Accela*. ~~Tidemark is highly desirable.~~
- ~~Depending on position assignment, experience in a particular specialty such as current planning, advanced or long-range planning, CEQA, and/or GIS mapping, or database development is desirable.~~
- Planning experience in a lead or supervisory capacity. ~~is desirable.~~

LICENSE

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

DISTINGUISHING CHARACTERISTICS

The Associate Planner is the journey level classification in the professional Planner series. *This classification is flexibly staffed with the lower classification of Assistant Planner. Appointment or promotion is based on the employee's demonstrated ability to perform the full range of duties and meet the qualification standards for the class, including those that require knowledge of* ~~An incumbent in this classification is responsible for~~ performing routine to complex planning duties in the administration of land use regulations, the City's General Plan, environmental review, and design review. Depending on area of expertise, an Associate Planner may be primarily assigned to one or more of the following specialties: current planning, advanced or long-range planning,

ASSOCIATE PLANNER (continued)

architectural review, transportation planning, Geographic Information Systems (GIS) mapping, or database development. ~~The Associate Planner is distinguished from the Assistant Planner classifications by the performance of the full range of professional planning duties with greater complexity of assignments and a greater degree of independence with which the incumbent operates.~~

TYPICAL DUTIES

~~This position may not include all the duties listed below, nor do the examples cover all duties which may be performed.~~ *Duties may include, but are not limited to, the following:*

Under *general* direction:

- Reviews *development proposals*, building plans, parcel maps, and subdivision proposals for conformance with appropriate regulations;
- Provides support at the Permit Center, ~~;~~ *reviewing reviews* proposed land use permit applications to ensure issuance of zone clearance;
- ~~Confers with, advises, and s~~ Serves as liaison to project applicants, City staff, and the general public regarding Planning Division projects, policies, and goals and policies;
- Prepares technical planning reports, presentations, recommendations, and graphic displays involving research, field inspections, and analysis;
- May represent the *Community Development Department* ~~Planning Division and make presentations at various planning committees and regional meetings~~ *meetings and conferences*
- *May act as a liaison to appointed hearing bodies;*
- ~~Conducts routine and/or complex architectural review;~~ *Evaluates the design of assigned projects submitted for Architectural Review Committee (ARC) or Architectural Review Board (ARB) approval*
- Acts as a project manager for selected planning applications, including those pertaining to Geographic Information Systems (GIS) and permit tracking;
- Assists in the ~~training and~~ technical and functional *training and* supervision of planning staff;
- *Conducts and negotiates real estate or development agreements*
- Maintains planning data using various software programs, *such as mapping and database systems;*
- May perform zoning enforcement duties;
- Researches, analyzes, and interprets social, economic, population, and land use data and trends;
- Performs other related duties as assigned.
- ~~Reviews development proposals and works with developers to reach agreement on acceptable site plans;~~
- ~~Perform field inspections and related field work;~~
- ~~Provides support to the Permit Center, cooperates with property owners, project developers, public officials, and consultants in review of plans for development;~~
- ~~Performs professional level work in the field of current or advanced planning, redevelopment, zoning and design review;~~
- ~~Gathers or maintains demographic data or other related statistics;~~
- ~~Compiles information and makes recommendations on special studies;~~

ASSOCIATE PLANNER (continued)

KNOWLEDGE, SKILLS, AND 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, safety and the environment;
- The relationship of land use planning to transportation, housing and other aspects of community development;
- ~~Environmental and safety practices, procedures and standards~~ *California Environmental Quality Act (CEQA) regulations and/or National Environmental Policy Act (NEPA);*
- *Elements of project review, including architectural and site planning considerations*
- Methods of ~~citizen-community~~ participation ~~in planning~~;
- Research methods and techniques, including statistics;
- ~~Correct English usage, including spelling, grammar, punctuation and vocabulary;~~
- Basic supervisory principles and practices; ~~and~~
- ~~Computer hardware and software, including word processing, spreadsheet, and database programs and planning industry software pertaining to assigned area of responsibility such as Geographic Information System (GIS) and permit tracking;~~

Ability to:

- Research, interpret, apply, and explain established laws, rules, policies, and procedures related to planning;
- Research, analyze, and investigate work related issues and ~~make appropriate~~ *conduct field studies to make* recommendations;
- ~~Prepare complex and comprehensive written and oral presentations, and reports, graphics, maps, and charts for committees and/or commissions;~~
- *Manage complex planning projects, such as mixed use, multi-jurisdictional, and/or large projects*
- Use ~~standard word processing, spreadsheet and database software programs, such as Word, Excel, Microsoft Office Suite and planning industry software, such as Geographical Information Systems (GIS) and permitting software, such as Accela and Tidemark;~~
- Work independently, quickly and efficiently *and make sound recommendations*;
- 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;
- Interpret economic, sociological and statistical data applied to land use, transportation, communications, and public utility systems;
- 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* as necessary to perform assigned duties;
- ~~Conduct and negotiate real estate or development agreements;~~
- ~~Respond verbally and in writing to applicants and the general public;~~
- ~~Understand and follow complex oral and written instructions;~~
- ~~Spell correctly and use proper English grammar;~~

ASSOCIATE PLANNER (continued)

- ~~Evaluate situations, identify problems, make logical decisions and follow through on resolution;~~
- ~~Use initiative and sound independent judgment and make recommendations within established guidelines;~~
- ~~Deal tactfully and courteously with others;~~
- ~~Respond appropriately to conflicts/complaints/management escalations from other City departments and the general public;~~
- ~~Communicate and work effectively with irate or difficult members of the general public;~~
- ~~Listen to general public's problems and make appropriate recommendations to help resolve planning issues;~~
- ~~Supervise and assist in training of office support staff, technical assistants and other employees;~~
- ~~Conduct field studies; evaluate site in context of project;~~
- ~~Understand the relationship of General Plan to other regulations;~~
- ~~Administer architectural review process;~~
- ~~Review, analyze and evaluate proposals submitted as to technical compliance and workability;~~
- ~~Lead or influence others positively to achieve desired results;~~
- ~~Organize materials and data;~~
- ~~Prepare graphics, maps, and charts necessary for public review of land use proposals;~~

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

Supervises and assists in the training of Assistant Planner ~~I & II~~, administrative support staff, and as-needed staff. ~~as assigned~~

OTHER REQUIREMENTS

- *Must be able to work evening 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.

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ASSOCIATE PLANNER (continued)

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- Maintains planning data using various software programs, such as mapping and database systems
- May perform zoning enforcement duties
- Researches, analyzes, and interprets social, economic, population, and land use data and trends
- Performs other related duties as assigned

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- Elements of project review, including architectural and site planning considerations
- Methods of community participation
- Research methods and techniques, including statistics
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ASSOCIATE PLANNER (continued)

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