

CITY OF SANTA CLARA, CALIFORNIA
ASSOCIATE PLANNER
(240)

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- Bachelor's Degree from an accredited college or university in Urban and Regional Planning, Environmental Studies, Architecture, or closely related field; 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.

Desirable Qualifications:

- Computer proficiency in Microsoft Word, Excel, Geographic Information Systems (GIS), permit tracking and data tracking programs, such as Accela.
- Planning experience in a lead or supervisory capacity.

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 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, architectural review, transportation planning, Geographic Information Systems (GIS) mapping, or database development.

TYPICAL DUTIES

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; reviews proposed land use permit applications to ensure issuance of zone clearance
- 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

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- May represent the Community Development Department at meetings and conferences
- May act as a liaison to appointed hearing bodies
- Evaluates the design of assigned projects submitted for Architectural Review Committee (ARC) or Architectural Review Board (ARB) approval
- Acts as a project manager for select planning applications, including those pertaining to Geographic Information Systems (GIS) and permit tracking
- Assists in the 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

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
- 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 community participation
- Research methods and techniques, including statistics
- Basic supervisory principles and practices

Ability to:

- Research, interpret, apply, and explain established laws, rules, policies, and procedures related to planning
- Research, analyze, and investigate work related issues and conduct field studies to make recommendations
- Prepare complex and comprehensive written and oral presentations, reports, graphics, maps, and charts
- Manage complex planning projects, such as mixed use, multi-jurisdictional, and/or large projects
- Use Microsoft Office Suite and planning industry software, such as Geographical Information Systems (GIS) and permitting software, such as Accela
- 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,

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- 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

SUPERVISION RECEIVED

Works under the direction of the 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, administrative support staff, and as-needed staff.

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.