

## **CITY OF BRISBANE**

### **ASSOCIATE PLANNER**

#### **Definition**

Under general supervision of the Community Development Director, performs a variety of professional planning duties to develop, and maintain, the City's General Plan, and to administer the Zoning and Subdivision Ordinance. Performs other professional planning tasks as required.

#### **Class Characteristics**

The Associate Planner is the fully skilled, working level of the series, competent to independently perform the full scope of duties required. Incumbent may be responsible for administration of a specific project or program. This class is distinguished from Senior Planner in that the latter has regular and continuing responsibility to manage complex and sensitive planning projects which may include supervision of a division and/or other planners.

#### **Examples of Duties** (Illustrative Only)

- Responds to inquiries from the public by providing information regarding the General Plan, the Zoning and Subdivisions Ordinances and statistical data.
- Provides content for Department website.
- Reviews building permit applications for compliance with applicable planning regulations.
- Receives and reviews land use permits, design review applications, zoning and General Plan amendments for conformance with the General Plan, Zoning, and Subdivision Ordinances and other requirements; and prepares staff reports recommending appropriate action.
- Conducts environmental review including preparation of initial studies and negative declarations, technical and administrative support on the preparation of Environmental Impact Reports and staff reports on all phases of environmental review.
- Performs detailed planning studies, research and analysis to support development of long-range policies and plans, as well as implementation ordinances for the City's growth and development.
- Prepares and analyzes various professional planning studies including, but not limited to, demographics, traffic and historic resources.
- Prepares General Plan elements such as the Housing Element by drafting and finalizing plan documents; researching materials and making presentations to committees, the Planning Commission and the City Council.
- Prepares reports and studies and represents the department before the public, other agencies, and developer representatives.
- Attends and participates in meetings of the Planning Commission, City Council, special committees and neighborhood groups.

#### **Qualifications**

##### **Knowledge of:**

- Basic principles and practices of planning for community development and of the methods used in the implementation of such plans
- Current trends in federal, state and local planning

- Socioeconomic and physical resource aspects of planning, zoning, environmental review and planning administration
- Principles and practices of planning for community development and of the methods used in the implementation of such plans.

**Skill in:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals and to prepare supporting graphic presentations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Examples of skills required include:

- Collect, tabulate, and interpret data pertaining to planning and zoning.
- Interpret a wide variety of maps, graphic illustrations, detailed drawings, and land use data and legal descriptions.
- Prepare and present effective written reports, graphics and verbal presentations.
- Deal effectively with the public and establish and maintain cooperative working relationships.
- Understand program objectives in relation to departmental goals and procedures.
- Demonstrate tact and diplomacy.
- Maintain accurate records and document actions taken.
- Organize and prioritize work assignments.
- Research regulations, procedures and/or technical reference material.
- Prepare and analyze various professional planning studies.
- Make presentations to committees, the Planning Commission and the City Council.
- Represent the Community Development Department before the public, other agencies and developer representatives.
- Work independently in processing and presenting actions to policy bodies.

**Education and Experience:**

Bachelor's degree from an accredited college or university with major coursework in planning, urban studies, geography or related field and two (2) years of full-time work experience at the Community Development Technician and/or Assistant Planner level in municipal or regional planning or other related field.

Any combination of education, experience, and training which demonstrates possession of and competency in requisite knowledge and abilities may substitute for the education (degree) on a

year for-year basis. A Master's degree in planning or a related field may substitute for one (1) year of the required work experience.

**License:**

Must possess a valid California class C driver's license and have a satisfactory driving record.

**Physical Demands:**

Must possess mobility to work in a standard office setting, to inspect City development sites, to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually quiet.

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Abolished: