

CITY OF SIMI VALLEY

ASSOCIATE PLANNER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs professional work in the field of current and/or comprehensive planning; manages the processing of proposed development and/or affordable housing projects; and provides information and assistance to developers, the business community and the public on planning, housing, environmental and development related matters.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Planner series. Employees within this class are distinguished from the Assistant Planner by the performance of the full range of duties as assigned including complex plans examination, interpretation of complex regulations and advanced report preparation. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Assistant Planner in that the latter provides routine information, prepares routine correspondence and processes less complex and less sensitive development applications. An acute awareness of customer service will be a necessary characteristic of this class.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Review formal applications, development proposals, construction plans and as-built plan applications for compliance with appropriate regulations and policies; prepare reports identifying recommendations.
2. Review land use, development project, and/or affordable housing proposals; exercise discretionary judgment to determine General Plan consistency and zoning compliance.
3. Prepare staff reports for the Planning Commission, Affordable Housing Subcommittee, City Council, various committees and advisory boards as directed; undertake research; prepare reports and maps.
4. Serve as project manager in the development of various planning projects from conceptual design through final construction.
5. Coordinate, research, draft and present various ordinances and agreements for review by higher level planning staff.
6. Conduct site inspections and exercise discretionary judgment to determine land use compliance with project approvals and zoning requirements.

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7. Oversee automated permitting functions within the division; design input screens and output documents that interface with the database.
8. Serve as liaison with the Information Services Division for the implementation of the City's geographic information system.
9. Answer questions and provide information to the public with an emphasis on customer service; investigate complaints and recommend corrective action as necessary to resolve complaints concerning the City's planning and affordable housing functions.
10. Prepare request for proposals for outside contractors; draft and administer contracts of outside consultants; oversee the maintenance of consultant schedules; oversee consultant records and invoices; review and approve invoices for payment.
11. Research and prepare a variety of advanced and complex documents, briefs, and correspondence on planning and/or affordable housing activities.
12. Attend a variety of meetings as required including Planning Commission, Affordable Housing Subcommittee, and City Council Public Hearings.
13. Make public presentations and present oral reports to community groups, Planning Commission, Affordable Housing Subcommittee, and City Council on planning information and activities.
14. Assist public at planning counter as required.
15. Confer with and advise architects, builders, attorneys, contractors, engineers and the general public regarding City development policies and standards.
16. Accept applications for development; enter data into a computer; check commercial, industrial and residential development plans to determine compliance with requirements.
17. Collect, record and summarize statistical and demographic information; establish and maintain a comprehensive database.
18. Conduct research and analysis of City housing programs, projects and issues including the first time home buyer program, the home rehabilitation program, affordable housing projects and City ordinances related to housing and general housing issues.
19. Perform site visits and inspections of proposed projects; survey neighborhoods for land uses; ensure compliance with conditions of approval.
20. Prepare initial environmental studies; prepare or assist in preparing environmental impact reports; compile information and make recommendations on special studies; prepare planning reports.
21. Participate in the environmental review process of proposed development projects; ensure compliance with California Environmental Quality Act.
22. Conduct and monitor affordable housing projects to ensure compliance with the Housing Element, local, state and federal law, and applicable agreements.
23. Review and approve, or recommend the approval of, noise, tree, biological, historical, paleontological, wetland delineation, archaeological and air quality studies; prepare analytical reports.

24. Participate in the issuance of zoning clearances for applicants with minor projects not requiring Planning Commission or City Council approval.
25. Perform related duties and responsibilities as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of urban planning and development, redevelopment and economic development.
Planning topics including land uses, transportation, open spaces, housing and urban economics.
Applicable environmental laws and regulations including the California Environmental Quality Act.
Current literature, information sources and research techniques in the field of urban planning.
Federal, state, and local codes affecting housing development and rehabilitation.
Housing issues affecting the Simi Valley region.
Financial resources available to facilitate the development of affordable housing.
Architectural design, construction methods, building materials and engineering practices.
Principles and practices of record keeping.
Laws applied to general plans, zoning, permit processing, subdivisions and land divisions.
Local government operations and service delivery.
Principles of business letter writing and basic report preparation.
Modern office methods, practices, procedures and computer equipment including word processing, spreadsheet and permit tracking software.
Technical report writing.

Ability to:

Understand and interpret zoning regulations and codes.
Laws underlying general plans, zoning and land divisions.
Interpret and utilize current literature, information sources and research techniques in the field of urban planning.
Perform journey level plan checking, environmental review, policy analysis and project review activities.
Interpret planning and zoning programs to the general public.
Interpret housing programs to the general public.
Analyze and compile technical and statistical information.
Evaluate financial data pertaining to project and program development.
Respond effectively to difficult and sensitive public inquiries.
Provide high quality customer service.
Speak in public and make effective presentations.
Prepare clear and concise oral and written reports.
Understand and carry out oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, geography, public administration, environmental science or a closely related field.

Experience:

Two years of increasingly responsible experience in urban planning in current, comprehensive, housing or environmental planning.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of an AICP certification from the American Institute of Certified Planners is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office and field environment; work closely with others; work with computer and office equipment.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; sit, stand or walk for prolonged periods of time; operate motorized vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.