

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 studies and 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 and present 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; coordinate activities with other City departments and outside agencies.
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.

CITY OF SIMI VALLEY
Associate Planner (Continued)

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; update information on the Department's website; 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; coordinate and oversee consultant work; 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. Coordinate the preparation of meeting agendas for various commissions, boards and community groups; review draft materials and prepare comments; organize conferences and work sessions.
15. Assist public at planning counter as required.
16. Confer with and advise architects, builders, attorneys, contractors, property owners, engineers and the general public regarding City development policies, procedures and standards.
17. Accept applications for development projects, variances, user permits and business licenses; enter data into a computer; check commercial, industrial and residential development plans to determine compliance with requirements.
18. Collect, record, analyze and summarize statistical and demographic information; establish and maintain a comprehensive database.
19. 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.
20. Perform site visits and inspections of proposed projects; survey neighborhoods for land uses; conduct parking counts; ensure compliance with conditions of approval.
21. Prepare initial environmental studies; prepare or assist in preparing environmental impact reports; compile information and make recommendations on special studies; prepare planning reports.
22. Participate in the environmental review process of proposed development projects; ensure compliance with California Environmental Quality Act.
23. Coordinate, administer, support and participate in the implementation of energy efficiency, green building and other sustainability programs; attend and coordinate public events to conduct

outreach and inform residents and business owners of available resources and energy saving measures.

24. Provide detailed and comprehensive information and technical support to City staff, developers and the general public regarding flood hazard mapping, Federal Emergency Management Agency (FEMA) regulations and flood control projects.
25. Conduct and monitor affordable housing projects to ensure compliance with the Housing Element, local, state and federal law, and applicable agreements.
26. Review and approve, or recommend the approval of, noise, tree, biological, historical, paleontological, wetland delineation, archaeological and air quality studies; prepare analytical reports.
27. Participate in the issuance of zoning clearances for applicants with minor projects not requiring Planning Commission or City Council approval.
28. Prepare correspondence, maps, graphs, charts and a variety of analytical and statistical reports related to planning.
29. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of planning.
30. 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.

Operations, services and activities of a comprehensive City planning program.

Planning topics including land uses, environmental conditions, site design, 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.

Methods and techniques of development application review and processing.

Principles and practices of record keeping.

Laws, codes and regulations 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.

Research, analyze and compile technical and statistical information.

Evaluate financial data pertaining to project and program development.

Respond effectively to difficult and sensitive public inquiries.

Prioritize multiple project timelines and schedules.

Work with frequent interruptions.

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.

Interpret and apply pertinent federal, state and local laws, regulations, policies and procedures.

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.

CITY OF SIMI VALLEY
Associate Planner (*Continued*)

Johnson & Associates

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