

CITY OF SIMI VALLEY

ASSISTANT 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; and provides information and assistance to developers, the business community and the public on planning and development related matters.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the professional Planner series. This class is distinguished from the Associate Planner by the performance of the more routine tasks and duties assigned to positions within the series including preparation of correspondence, processing of routine permits and providing information on municipal codes. Typically, employees have completed a college degree in the field but have limited experience in the planning field. 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. Provide assistance at the public service counter; process zoning clearances, home occupation, temporary use and sign permits; verify uses for business tax certificate applications; calculate parking analyses for tenant improvements; receive planning applications.
2. Answer questions regarding the municipal code, the general plan, map act, permit or application processing and compliance issues.
3. Answer phone inquiries from developers, contractors and the public; provide information on flood insurance rate maps, current and approved projects.
4. Prepare correspondence to property or business owners regarding zoning violations; meet with property or business owners and the Compliance Division staff to resolve complaints; conduct site inspections to ensure violations are corrected.
5. Review development proposals and applications for compliance with appropriate regulations and policies; prepare reports on recommendations.
6. Participate in the environmental review process of proposed development; ensure compliance with California Environmental Quality Act.
7. Prepare less complex staff reports for the Planning Commission, various committees and advisory boards as directed; undertake research; prepare reports and maps.
8. Collect, record and summarize statistical and demographic information; establish and maintain a comprehensive database.

9. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints concerning the City's planning function.
10. Perform site visits of proposed projects; survey neighborhoods for land uses.
11. Research and prepare a variety of documents, briefs, and correspondence on planning activities.
12. Attend a variety of meetings as required including Planning Commission and City Council Public Hearings.
13. May make public presentations and present oral reports to community groups, Planning Commission and City Council on planning information and activities.
14. Assist technical staff with research as required.
15. Perform related duties 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.
Laws underlying general plans, zoning and land divisions.
Applicable environmental laws and regulations.
Basic site planning and architectural design techniques and methods.
Basic computer functions including spreadsheet and word processing software.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Modern office methods, practices, procedures and computer equipment.

Ability to:

Interpret planning and zoning programs to the general public.
Interpret and utilize current literature, information sources and research techniques in the field of urban planning.
Perform basic plan checking activities.
Understand and carry out oral and written directions.
Learn applicable software programs.
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 related field.

Experience:

One year of planning experience is desirable.

License or Certificate:

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

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; for sitting, standing or walking for prolonged periods of time.

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.

Approved: June 2003
Johnson & Associates

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