

CITY OF IRWINDALE

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 a variety of professional level duties and responsibilities in support of the City's current and advanced planning functions including research and analysis for residential and commercial development projects, environmental review and preparation of environmental documents, and research and preparation of general plan amendments and zoning ordinance amendments for presentation to the Planning Commission and City Council; and provides information and assistance to applicants, developers, consultants, the general public, and outside agencies and organizations regarding City codes, policies, standards, and processes related to planning related matters.

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. Performs a full range of professional duties involved in the administration of zoning, land use, and environmental regulations; exercises independent judgment with a minimal amount of supervision while applying knowledge of applicable regulations in the process of performing duties.
2. Compiles, analyzes and interprets data relating to urban land use, population, and related social and economic characteristics of the City.
3. Conducts research and analysis including that for long term planning issues; assists in the preparation of advanced planning reports and amendments including updates of the General Plan, preparation of specific plans, and zoning amendments.
4. Provides customer service and serves as liaison to City staff, applicants, developers, consultants, the general public, and outside organizations and agencies regarding City codes, policies, standards, processes, and requirements over the phone or at the public counter; reviews residential and non-residential plan check; responds to zoning and land use questions; advises property owners, developers, and the general public on relevant City ordinances and regulations.
5. Provides technical and professional assistance to City committees, commissions, and the City Council; prepares reports and makes public presentations to the Planning Commission, City Council, and other public groups as necessary; provides staffing at meetings; responds to issues and questions; performs special planning studies as assigned.
6. Prepares environmental documents in compliance with California Environmental Quality Act (CEQA).
7. Inspects projects in the field to ensure compliance with various related regulations.
8. Reviews and processes Zone Changes, Zone Variance, Conditional Use Permit, Site Plan and Design Review, and other related discretionary and legislative applications.
9. Assists Code Enforcement Officers to investigate complaints of zoning violations and makes recommendations for corrections.
10. Processes Occupancy Permits and other ministerial permits as necessary.
11. Maintains and updates the department's web pages as necessary.
12. Performs 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:

Operations, services, and activities provided by a Community Development Department.
Modern principles, practices, and techniques of current and advanced planning.
Site planning and architectural design principles.
Project management practices.
Methods and techniques of effective technical report preparation and presentation.
Research methods.
Customer service practices.
Modern office procedures, methods, and equipment including computers and supporting word processing, spreadsheet applications, and specialized engineering software programs.
Basic principles of supervision, training and performance evaluation.
Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

Perform professional level planning duties in the development, implementation, and modification of City plans and regulations.
Apply policies, procedures, and standards pertaining to the municipal planning process.
Manage projects.
Understand and apply federal, State and local laws, regulations, policies, procedures and standards pertaining to the planning process.
Interpret maps, site and building plans and specifications, graphs, and statistical data.
Organize multiple projects and tasks and set priorities to meet deadlines.
Operate office equipment including computers and supporting word processing, spreadsheet applications, and specialized engineering software programs.
Prepare clear and concise technical documents, reports, correspondence and other written materials and make effective presentations.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
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:

A Bachelor's degree from an accredited college or university with major course work in urban planning or a related field.

Experience:

Three years of increasingly responsible experience in urban planning.

License or Certificate:

Possession of 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 these essential job functions.

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Environment: Work is performed primarily in a standard office environment with some travel to different sites; occasionally works in outside weather conditions; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

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

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Ralph Andersen & Associates