

**City of Imperial Beach
Position Description**

Class Title: Assistant Planner
Department: Community Development
Division: Planning

GENERAL PURPOSE

Under administrative direction, to perform professional planning work on projects of average difficulty; to assist other professional planning staff on more complex projects; and to do related work as required.

SUPERVISION RECEIVED

Works under general direction of the City Planner and Community Development Director

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assistant Planner is the entry-level classification in the professional planning series. Assistant Planners handle complex planning assignments relating to the implementation of the General Plan; Analyze and coordinate and prepare staff report relating to complex planning applications including zone changes, annexations, variances, environmental review, and subdivision maps; assists in the administration and preparation of zoning and planning ordinances; conduct office and field research/investigations of land use, population trends, community design, and other projects; compile, evaluate and report on data for advanced and current planning studies relating to land use; interpret planning and zoning regulations to the public. Assistant Planner may direct the work of planning technicians; make presentations at meetings or hearings; conduct environmental and design review on planning applications; prepare charts, maps, and other graphic material to illustrate solutions; prepare reports utilizing computer systems; performs other duties as required.

Knowledge and Abilities

Knowledge of principles, practices, and trends of public planning. Legal considerations and provisions of planning law, zoning and subdivision regulations, and the California Environmental Quality Act. Computer software applications which include word processing, spreadsheets, and other computer software programs.

Ability and Skills

Prepare draft charts, maps and other graphic material to illustrate solutions and findings. Interpret engineering and architectural drawings; prepare oral and written reports; make oral presentations before members of the community, City council, and Planning commission. Follow oral and written instructions; establish and maintain effective relationships with others and operate basic computer systems.

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Ability read, analyze and write reports, interpret information, utilize a keyboard and/or computer equipment; must be able to communicate effectively in person and on the telephone; will be required to attend department, staff and community meetings at various locations.

PERIPHERAL DUTIES

- Perform related duties and responsibilities as assigned.
- Analyze and evaluate planning programs, policies, and operational needs.
- Modern and complex principles and practices of planning program development and administration.
- Advanced theories, principles, and practices of current and advance planning.
- Recent developments and sources of information on current planning.
- Advanced principles of public relations.
- Principles and practices of data collection and report preparation.
- Pertinent Federal, State, and local laws, codes, and regulations including codes, and regulations including codes and regulations application to current and advance planning, zoning, and the California Environmental Quality Act (CEQA).
- Municipal, political, governmental, and regulatory agency processes.
- Principles of economics and sociology
- Provide administrative and professional support to City Planner
- Recommend and implement goals, objectives, and practices for providing effective and efficient planning services.
- Identify and respond to community, city council, planning commission and community development issues, concerns, and needs, as directed.
- Analyze problems; identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Read, understand, interpret, and utilize maps, administrative and technical reports and data, ordinances, codes, regulations, and other materials relevant to current planning issues.
- Prepare clear and concise administrative and financial reports.
- Interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions.
- Perform accurate mathematical and statistical computations.
- Prepare and deliver effective oral presentations.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

Any combination equivalent to graduation from a four-year college or university in urban planning, environmental studies, or a related field; and two (2) years of professional planning experience. A Masters Degree may be substituted for one year of experience.

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one by the first day of employment.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some exposure to outdoors; ability to travel to different sites and locations.