



CITY OF HALF MOON BAY

Job Specification

Class Title: Associate Planner

Status: Exempt

Department: Community Development

Reports To: Planning and Development Services Manager

Employee Group: Represented Management

Adopted by City Council/Resolution Number: C-10-94

Modified:

DEFINITION

The Associate Planner is responsible for performing a variety of routine and complex administrative, technical and professional work in the current and/or long range planning programs of the City related to the development and implementation of land use and related municipal plans, policies and programs.

SUPERVISION RECEIVED/EXERCISED

The Planning and Development Services Manager supervises the Associate Planner.

IMPORTANT AND ESSENTIAL DUTIES (ILLUSTRATIVE ONLY)

- Apply the policies and procedures of the City's Local Coastal Program (LCP), including the thorough analysis of planning applications for compliance with the City's LCP.
- Prepare and assemble staff reports for the Planning Commission and the City Council on routine and complex land use projects and make presentations of these reports at Planning Commission and City Council meetings.
- Apply the policies and procedures of the California Environmental Quality Act (CEQA). Identify potential environmental impacts of project proposals. Make decisions on the most proper CEQA document preparation and mitigation of project proposals. Prepare thorough and timely CEQA notices including agency distribution letters including the Notice of Exemption, Notice of Intention, Notice of Preparation, Initial Studies, Negative Declarations, and Notice of Determination. Coordinate Environmental impact Report preparation with the Senior Planner or outside City consultants.
- Support the department's community-based planning approach by preparing for and participating in community engagement opportunities.

- Evaluate land use applications for compliance with applicable local plans and regulations, and State and Federal laws including the Permit Streamlining Act, the Coastal Act, the Subdivision Map Act, and other planning-related statutes and regulations.
- Conduct technical and policy studies as required on planning issues that may include Zoning Amendments, Historic Preservation, Visitor Serving Land Uses, Coastal Access, Housing Supply, and Traffic Circulation patterns.
- Assist in the development of specific Zoning Code Amendments.
- Coordinate and manage project planning consultant contracts as assigned.
- Respond to inquiries of land use permit applications and entitlements. Provide information on City policies, ordinances, and codes related to land use planning as needed.
- Assist in maintaining a database of information for the City's proposed Application Tracking System and relevant planning data files.
- Contribute to the preparation and implementation of short and long range plans including the LCP, General Plan, and specific plans.
- Gather, interpret, and prepare data for studies, reports and recommendations.
- Coordinate department activities with other departments and agencies as needed.
- Provide technical and professional advice.
- Make presentations to City Council, boards, commissions, civic groups and the general public.
- Provide information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.
- Prepare a variety of studies, reports and related information for decision-making purposes.
- Conduct technical research studies and prepare statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, etc.
- Assist in the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities, solid waste or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.
- Evaluate land use proposals for conformity to established plans and ordinance. Evaluate proposals' development impact as they relate to the adopted plans of the City and make recommendations.
- Evaluate land use applications and site plans for compliance with applicable local, state or Federal laws. Monitor assigned land use applications through the approval states, and prepare reports and related data as required.
- Provide staff support to the design review process. Prepare planning reports and supporting data, including recommendations of various land use proposals.
- Evaluate environmental information and recommend mitigation measures to reduce adverse impacts of development.
- Assist city staff in the enforcement of local ordinances and in interpreting city codes and master plans.
- Assist in designs for parks, streetscapes, landscapes and other municipal projects.
- Maintain a variety of maps. Prepare graphics and maps for a variety of reports, plans, grant applications, publications or meetings.
- Serve when assigned as a member of a Planning task force composed of City, County or State groups.
- Prepare and write grant application components relating to geography, maps, plats, site plans, etc. Assist in maintaining the database of information for planning purposes.
- Respond to local citizens inquiring about local planning and zoning regulations and ordinances.
- Evening and weekend work is occasionally required.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- General Planning principles, comprehensive plans, and best practices in site planning and zoning regulations.
- Environmental assessments pursuant to the LCP, NEPA, and CEQA (e.g. Notice of Intent, Notice of Preparation, Initial Studies, Negative Declarations, Notice of Determination, etc.).
- State and Federal laws including the California Coastal Act, Subdivision Map Act, environmental laws, and other planning-related statutes and regulations.
- Protection of environmentally sensitive habitats and open space areas.
- City and department policies and procedures related to the planning process.

Skill to:

- Work in a customer-friendly environment at the public counter and in community meetings and hearings.
- Prepare reports, graphics and maps in a variety of formats.
- Use a personal computer for office and project review.
- Use the Application Tracking System and the Geographic Information System (GIS).

Ability to:

- Perform the essential job functions of the classification.
- Communicate clearly and understandably, both verbally and in writing.
- Facilitate cooperation, problem solving, and consensus by participation and working cooperatively in a team framework.
- Read, understand and evaluate architectural drawings, site plans, landscaping, elevations, and other drawings typical of land use planning applications.
- Interpret and apply complex policies and ordinances and explain them to applicants and the public in a clear, understandable manner.
- Organize and write clear, concise staff reports addressing land use planning issues.
- To work some evenings for Planning Commission, City Council, and other community meetings and travel to meetings and conferences as needed.

EDUCATION AND EXPERIENCE

Sufficient education and experience to satisfactorily perform the duties of this classification are required. Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possess a Bachelor's Degree from an accredited four-year college or university in urban and/or regional planning, landscape architecture, environmental studies or a closely related field; and

Experience:

Three (3) years of experience in municipal planning.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

WORKING CONDITIONS

Working in a standard office environment is required in this position. Field work is also required and includes site visits, posting, and other out of office research and observation activities pertinent to planning policy development and project review. The incumbent must travel to and from work sites.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possession a valid California Class "C" Driver's License and satisfactory driving record.