



Town of Moraga

Associate Planner

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification ***may not include all*** duties performed by individuals within a classification. In addition, specifications are intended to outline the ***minimum*** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

CLASSIFICATION DESCRIPTION

Under general supervision, performs a broad range of professional current and advanced planning work in support of the Town's community development and land use programs; provides information and technical assistance to residents, applicants, consultants, business owners, and the public on development proposals, permit procedures, zoning, design review, housing, environmental review, and related Town policies; acts as a project manager for moderately-complex to complex planning applications, policy initiatives, and special projects; conducts research and analysis; prepares staff reports, findings, resolutions, ordinances, conditions of approval, notices, and presentations; coordinates interdepartmental and interagency review; staffs public hearings and meetings; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class is the journey level in the professional planning series. Incumbents in this class perform the full range of planning duties with substantial independence and are expected to exercise sound professional judgment in the interpretation and application of Town policies, municipal code provisions, State housing and land use laws, and California environmental requirements. The Associate Planner class is distinguished from the Assistant Planner class by its increased responsibility for project management, more complex assignments, and greater independence in decision-making. It is distinguished from the Senior Planner class by the Senior Planner's broader scope of responsibility, higher level policy assignments, and greater independence in managing complex and sensitive projects.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Planning Director, Principal Planner, or other assigned management staff. May provide technical and functional guidance to Assistant Planners, interns and contract staff as assigned.

ESSENTIAL FUNCTIONS (DUTIES)

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job

- Serves as project manager for discretionary and ministerial planning applications, including but not limited to design review, use permits, variances, subdivisions, sign permits, zoning clearances, and related development proposals.
- Reviews applications, plans, studies, and supporting materials for completeness and consistency with the General Plan, zoning regulations, design standards, adopted policies, conditions of approval, and applicable state and federal laws.

- Provides information and guidance to the public, applicants, consultants, architects, engineers, contractors and property owners regarding planning, zoning, transportation planning, or housing codes, regulations and requirements. Clarifies and ensures conformance to Town codes and regulations. Participates in or conducts conferences with developers and property owners and resolves differences that may exist between them and Town codes. Approves construction plans and verifies compliance with conditions of approval.
- Prepares clear, well-organized staff reports, findings, resolutions, ordinances, public notices, correspondence, and presentations for the Planning Commission, Town Council, and other committees or community groups as assigned.
- Conducts research and analysis on land use, housing, environmental, transportation, demographic, economic, and community development issues; prepares recommendations and strategies for policy and program decisions.
- Assists with current and long-range planning projects, including updates to the General Plan, zoning ordinance, objective development standards, area plans, grant-funded initiatives, housing programs, and other assigned special projects.
- Coordinates project review with other Town departments, outside agencies, utility providers, school districts, consultants, and regulatory bodies to ensure timely and comprehensive review of development proposals.
- Participates in environmental reviews following the California Environmental Quality Act (CEQA), including preparing and reviewing initial studies, exemptions, negative declarations, mitigation measures, and related documents.
- Conducts site inspections and field investigations to evaluate existing conditions, verify compliance with approved plans and permit conditions, and support zoning and code compliance efforts.
- Facilitates public engagement by responding to inquiries, participating in community meetings, explaining planning issues, and presenting complex technical information clearly and accessibly.
- Develops and maintains project files, permit tracking records, public noticing materials, maps, charts, graphics, and other physical or digital records related to assigned work.
- May administer consultant contracts, monitor scopes, schedules, and budgets, review work products, and coordinate deliverables for planning studies or environmental documents.
- May provide lead direction, mentoring, or technical support to less experienced staff and assist in improving departmental workflows, templates, and customer service practices.

QUALIFICATIONS

Education and Experience

Any combination of training and experience that provides the required knowledge, skills, and abilities qualifies. A typical way to obtain the required qualifications would be:

Education:

- Bachelor's Degree from an accredited college or university in land-use planning, urban design, environmental studies, or landscape architecture, or a closely related field.
- A master's degree in planning or related field and/or certification from the American Institute of Certified Planners (AICP) is preferred.

Experience:

- Three (3) years of increasingly responsible professional planning experience involving current planning, advanced planning, zoning administration, environmental review, housing and/or development services, preferably in a municipal setting.

Licenses and Certifications:

- A valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

Knowledge Of:

- Principles, practices, trends, and terminology related to current and advanced planning, land use regulation, housing, urban design, environmental planning, and community development.
- Applicable federal, state, regional, and local laws, regulations and policies, related to planning and development, zoning, including but not limited to California Planning and Zoning Laws, Subdivision Map Act, and California Environmental Quality Act, and current housing legislation.
- Research methods and techniques for collecting, evaluating, interpreting, and presenting data and policy information.
- Principles and techniques of project management, interdepartmental coordination, consultant management, and public process administration.
- Modern office technology and software applications used in planning work, including Microsoft Office applications, permit tracking systems, digital records systems, GIS, and presentation or graphics tools.

Principles and practices for effective customer service, public communication, and collaborative problem solving.

Ability to:

- Read and interpret architectural, development, site, landscape, and construction plans and technical studies.
- Interpret and apply laws, ordinances, policies, procedures, and technical standards to a variety of planning issues and development proposals.
- Analyze complex planning, environmental, and policy issues; identify options; and develop practical, well-supported recommendations.
- Manage multiple projects and deadlines effectively while maintaining accuracy, responsiveness, and attention to detail.
- Prepare clear, concise, and persuasive written materials, including reports, findings, ordinances, notices, and professional correspondence.
- Communicate effectively orally and in writing; make presentations to public bodies and community groups; and explain technical information to a wide range of audiences.
- Establish and maintain effective working relationships with Town staff, elected and appointed officials, applicants, consultants, outside agencies, and members of the public.
- Exercise initiative, sound judgment, diplomacy, and tact in addressing sensitive issues and resolving conflicts.
- Use computer applications, data systems, and digital tools effectively in the performance of assigned work.

OTHER REQUIREMENTS

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and to conduct site visits 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. Site visits may include stooping, crawling, climbing, traversing uneven terrain, stairs, and other temporary or construction access points.

This is primarily a sedentary office classification, although standing in work areas 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 10 pounds.

MENTAL DEMANDS

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with other staff, contractors, officials and the public.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and non direct exposure to hazardous physical substances. Work also includes attendance at public meetings, community events, and field visits to development sites and other locations within and outside the Town. Work may require attendance at evening meetings and occasional travel for training, meetings, or site visits.

WORKING CONDITIONS

Town employees are expected to work weekends, evenings, and holidays as required to accommodate the Town's needs and attend events/meetings, in addition to responding as a Disaster Services Emergency Worker.

****The employer will make reasonable accommodation in compliance with the Americans with Disabilities Act of 1990.***