

JOB DESCRIPTION
ASSOCIATE PLANNER

Definition and Examples of Duties

Under direction, the Associate Planner position is responsible to perform complex advance and current planning projects, including:

Provide general assistance and advice to the developers and the public on current planning and zoning matters, both orally and in writing.

Process development permit and subdivision applications for hearing in accordance with State law.

Prepare and present reports for Planning Commission and City Council action on current and advanced planning projects.

Prepare periodic major and minor revisions to the Zoning Ordinance, General Plan, and Coastal Land Use Plan.

Formulate, prepare and present ordinances, projects and studies addressing special planning problems and issues related, for example, to Community Development funding, redevelopment, commercial development, provision for low and moderate income housing, or coastal access.

Periodically work with community groups and committees on special projects in conjunction with Zoning Ordinance and General Plan revisions.

Employment Standards

Bachelors or advanced degree in planning or related field and three years of municipal or comparable planning experience.

Other desirable qualifications include:

Ability to organize and coordinate complex zoning and planning projects.

Ability to prepare sound recommendations.

Ability to write clearly and concisely and to make technical information easily understood.

Ability to apply accepted principles and standards of planning in a creative manner and with initiative.

Ability to perform basic statistical and mathematical procedures.

Architecture or design review experience.

Ability to prepare graphic materials in conjunction with written work in the form of maps, charts, matrices, etc.

Ability to analyze and interpret regional data within the local setting.

Ability to communicate effectively at public meetings, with the general public, and with staff of other City divisions, departments and governmental agencies.

Knowledge of state and local laws related to current and advanced planning, including CEQA, the Subdivision Map Act, Planning and Zoning Law, and the California Coastal Act.