

## **CITY OF BELMONT ASSISTANT 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.*

### **DEFINITION**

To perform technical and professional work in current planning and other assigned planning areas; provides information and assistance to the business community, officials and the public on planning and zoning; performs a variety of duties relative to assigned area of responsibility.

### **DISTINGUISHING CHARACTERISTICS**

This is an entry level class within the Planner series. Employees within this class perform the full range of duties as assigned. Positions at this level receive instruction or assistance as new or unusual situations arise, and are expected to learn and apply the operating procedures and policies of the work unit. This class is distinguished from the Associate Planner in that the latter performs more complex duties assigned to the series.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level staff.

**ESSENTIAL FUNCTION STATEMENTS** - - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Perform technical and professional planning work in an assigned area including current planning; research, collect and analyze data; prepare staff and special reports; prepare a variety of documents, briefs and correspondence on planning activities.
2. Receive, review and process development applications for variances, use permits, and related environmental documentation; prepare reports as required.
3. Review residential, commercial and industrial development plans for code compliance and conformance with required findings.
4. Present reports to the Planning Commission, City Council and at other public meetings; develop clear and concise reports relevant to the intended audience; create presentations using a variety of media, as appropriate.
5. Provide full counter service at the Permit Center, including receipt, entry and issuance of all applications; provide information on review procedures; identification and explanation of applicable policies and standards.
6. Respond to public inquiries in a courteous manner; resolve complaints in an efficient, timely and complete manner.
7. Research planning cases, issues and projects for various agencies and the public; collect, record and summarize information; write specialized reports and correspondence.
8. Compile information, analyze data and make recommendations on special studies or projects in assigned planning area.

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**Marginal Functions:**

1. Conduct field inspections in assigned planning area.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of zoning and urban planning, including current, transportation and related planning areas.
- Methods and techniques of evaluating site planning and design principles used in assigned planning area.
- Applicable rules, regulations, codes and ordinances.
- Methods and techniques of planning research and analysis.
- Technical report writing.
- Modern office procedures, methods including computers and supporting word processing, spreadsheet, scheduling, permit tracking and presentation applications.
- Pertinent Federal, State and local laws, including CEQA and Subdivision Map Act.

**Ability to:**

- Interpret and explain programs and projects in assigned planning area.
- Analyze and compile technical and statistical planning information.
- Read, interpret and understand various technical or design documents in assigned planning area.
- Review, analyze and respond to City development planning proposals.
- Coordinate activities with contractors, consultants, agencies and departments.
- Prepare clear and concise oral and written reports on moderately complex projects and programs.
- Operate office equipment including computers and supporting applications.
- Communicate clearly and concisely, both orally and in writing.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years planning experience; as intern, technician or similar position.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course works in urban planning or a related field.

**License or Certificate:**

Possession of a valid California Driver's License.

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**WORKING CONDITIONS**

**Environmental Conditions:**

Office and field environment; exposure to computer screens, travel to sites, inclement weather.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

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