

# CITY OF LOS BANOS

## Job Description

<b>POSITION TITLE</b>	ASSISTANT PLANNER
<b>DEPARTMENT</b>	COMMUNITY & ECONOMIC DEVELOPMENT
<b>EMPLOYMENT CATEGORY</b>	REGULAR
<b>EMPLOYMENT LEVEL</b>	STAFF

### **DEFINITION**

To perform a variety of duties common in the urban planning profession related to land use planning, zoning, subdivision, and entitlement functions of the City including: site plan review; preparation of written reports to the Planning Commission; direct contact with the public at the counter and on the telephone; research; and record keeping.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Community & Economic Development Director. Receive general supervision from the Associate Planner and/or other personnel as assigned. May exercise supervision over interns and temporary help.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to the following:

- Reliable and dependable attendance and punctuality.
- Provide the public with information on the development and permit process and zoning codes at the public counter and over the telephone.
- Review building permit applications.
- Review business license applications.
- Review applications for discretionary approval including site plan approvals, use permits, and variances.
- Review plans for compliance with City zoning and subdivision ordinances.
- Perform research and prepares written staff reports.
- Attend public meetings, including but not limited to, Planning Commission meetings, and give presentations when required.
- Receive and investigates complaints of zoning code violations and prepares reports on same.
- Review tentative tract maps.
- Assists other City departments with site inspections.
- Perform research for special projects and development applications.
- Maintain pertinent files and records.
- Maintain a current knowledge of state and local laws and planning techniques.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

- Prepare grant applications.
- Perform other related duties as assigned.

**Knowledge of:**

- Ideal Applicants will possess to have a broad knowledge of both current and advanced planning practices, California Planning Law and the California Environmental Quality Act (C.E.Q.A.) and familiarity with contemporary urban planning functions of a municipal Planning Department.
- Microsoft office software programs, including Excel, Word, Outlook, PowerPoint and Publisher.

**Ability to:**

- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.
- Demonstrate basic knowledge of or ability to learn professional methods and techniques and state and federal planning laws.
- Operate a personal computer.
- Demonstrate basic Geographical Information System (GIS) software, (preferred).
- Exercise independent judgment and work with a minimum of supervision.
- Establish and maintain cooperative relations with those contacted during the course of work.
- Write and speak in clear and grammatically correct English.
- Communicate effectively with the public.
- Understand and follow both oral and written instructions.

**MINIMUM QUALIFICATIONS**

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Bachelor's degree from an accredited college or university in Planning, Public Administration, or related field.

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