

CITY OF LOS BANOS

Job Description

POSITION TITLE	ASSOCIATE PLANNER
DEPARTMENT	COMMUNITY & ECONOMIC DEVELOPMENT
EMPLOYMENT CATEGORY	REGULAR
EMPLOYMENT LEVEL	STAFF

DEFINITION

To perform a variety of advanced urban planning profession duties related to land use planning, zoning, subdivision, and entitlement functions of the City; to prepare a variety of reports to the Planning Commission; and to receive and respond to questions from the public, developers, and contractors.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Community & Economic Development Director. May exercise general supervision over other personnel as assigned.

EXAMPLES OF ESSENTIAL DUTIES

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

- Reliable and dependable attendance and punctuality.
- Process zoning, re-zoning and pre-zoning applications and general plan amendments.
- Prepare resolutions.
- Prepare basic CEQA documentation.
- Perform special studies related to the City's planning activities; compile data and prepare technical reports; make presentations to the Planning Commission as required.
- Receive, review and process routine entitlements.
- Attend public meetings, including but not limited to, Planning Commission meetings.
- Conduct research on zoning code, general plan policy and other City planning related guidelines.
- Provide the public with information on the development and permit process and zoning at the front counter and over the telephone.
- Review applications for discretionary approval including site plan approvals, use permits and variances; review building permit and business license applications.
- Review plans for compliance with the City zoning and subdivision ordinances.
- Receive, investigate and respond to complaints of zoning code violations.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Oversee and prepare applications for various grants.
- Perform other related duties as assigned.

Knowledge of:

- Laws underlying general plans, zoning and land divisions.
- Planning-related policies and procedures of the City Council and Planning Commission.
- Principles and practices of urban planning and development.
- Statistical and research methods as applied to the collection and tabulation of data affecting urban planning.
- Pertinent local, State and Federal laws, ordinances and rules.
- Modern office procedures, methods and computer equipment.
- Current literature, trends and information sources related to urban planning.
- Microsoft office software programs, including Excel, Word, Outlook, PowerPoint and Publisher.

Ability to:

- Apply laws impacting general plans, zoning and land divisions.
- 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 10 pounds or less.
- Interpret planning and zoning programs to the general public.
- Independently apply environmental laws and regulations.
- Generate diagrams, exhibits, maps, or illustrations using Geographical Information System (GIS) software.
- Understand and follow oral and written instructions.
- Make presentations before governmental bodies with planning-related responsibilities.
- Prepare clear and concise written and oral reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relations with those contacted during the course of work.

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.
- Two (2) years of professional planning experience equivalent to an Assistant Planner or a similar position.

10/17