

# CITY OF REDWOOD CITY ASSISTANT PLANNER/ ASSOCIATE PLANNER

## **DEFINITION**

To perform professional level work in the field of current or advanced planning and environmental analysis including zoning and planning administration and resource data management.

## **DISTINGUISHING CHARACTERISTICS**

**Assistant Planner:** This is the entry level class in the professional planning series. Work involves the responsibility for assignments in the fields of current or advanced planning which require the application of fundamental planning principles. Assignments are generally moderately difficult in scope, but within the design and procedural framework established by higher level employees. As experience is acquired, the employee performs with increasing independence. Assistant Planners are normally considered to be in a continuing training status and as assigned responsibilities and breadth of knowledge increase with experience, may reasonably expect their positions to be reassigned to the next higher class of Associate Planner.

**Associate Planner:** This is the journey level class in the professional planning series. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Assistant Planner, or when filled from the outside, require substantial prior professional planning work experience. Work involves responsibility for the application of professional knowledge and skills to various municipal planning, zoning and environmental problems. Responsibilities include the preparation of specific reports and plans with opportunity for independent judgment in planning work details and making technical determinations. Work in this class is distinguished from that of the Assistant Planner class by the greater complexity of the assignments received and by the greater independence with which the incumbent is expected to operate.

## **SUPERVISION RECEIVED AND EXERCISED**

### **Assistant Planner**

General supervision is provided by the Planning Director or Senior Planner.

Exercises no supervision.

### **Associate Planner**

Direction is provided by the Planning Director or Senior Planner.

**CITY OF REDWOOD CITY**  
**ASSISTANT-ASSOCIATE PLANNER (Continued)**

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Responsibilities may include functional supervision of subordinate staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

1. Research, analyze and interpret social, economic, population and land use data and trends; prepare written reports on various planning matters and the General Plan.
2. Analyze projects and prepare initial studies and environmental documents reports.
3. Compile information and make recommendations on special studies; prepare complex planning reports.
4. Prepare general plan amendment studies.
5. Review development proposals and work with developers to reach agreement on acceptable site plans; review building plans, parcel maps and subdivision proposals for conformance with appropriate regulations; prepare reports of recommendations.
6. Prepare staff reports and graphic displays; make presentations to the planning Commission or other committees, boards, or City Council.
7. Check commercial, industrial and residential development plans for issuance of zone clearance; process permit applications.
8. Confer with and advise architects, builders, attorneys, contractors, engineers and the general public regarding City development policies and standards.

**OTHER JOB RELATED DUTIES**

1. Prepare grant applications for new funding sources.
2. Research and draft ordinances for review.
3. Perform related duties and responsibilities as required.

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ASSISTANT-ASSOCIATE PLANNER (*Continued*)**

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**JOB RELATED QUALIFICATIONS**

**Assistant Planner**

**Knowledge of:**

Principles and practices of city planning.

Current literature, information sources and research techniques in the field of city planning.

**Ability to:**

Learn laws underlying general plan, zoning and land divisions.

Learn applicable environmental laws and regulations.

Analyze and compile technical and statistical information and prepare reports.

Communicate clearly and concisely, both orally and in writing.

Work effectively with the general public.

**Skills to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**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:**

One year of responsible experience in a city planning department.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in city or regional planning, architecture, or a related field considered useful in city planning.

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ASSISTANT-ASSOCIATE PLANNER (*Continued*)**

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**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment with some ability to travel to different locations.

**Associate Planner**

In addition to qualifications for Assistant Planner:

**Knowledge of:**

Statutes related to general plan, zoning and land divisions.

Applicable environmental laws and regulations.

**Ability to:**

Interpret planning and zoning programs to the general public.

Perform complex professional planning work with a minimum of supervision.

**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:**

Three years of responsible experience in city planning.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in city or regional planning, architecture, or a related field considered useful in city planning.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

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**ASSISTANT-ASSOCIATE PLANNER (Continued)**

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**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment with some ability to travel to different locations.

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**ADA  
DOCUMENTATION OF ESSENTIAL DUTIES**

1. SDE
2. MWE
3. MAE
4. OAE
5. SDE
6. MWE
7. SDE
8. SDE

**DOCUMENTATION SCALES AND CODES  
FOR ESSENTIAL DUTIES**

**Time Spent:**

<b>S</b>	Significant	10% of day, week, or month
<b>M</b>	Moderate	5-9%
<b>O</b>	Occasional	Less than 5%

**Frequency:**

<b>D</b>	Daily
<b>W</b>	Weekly
<b>M</b>	Monthly
<b>A</b>	As needed

**Supervisor/Manager Review:**

<b>E</b>	Major focus of job/position
<b>NE</b>	Minor (can easily be assigned to another position)

**Effective Date:** February, 1997

**Bargaining Group:** Service Employees' International Union - Local 715