



**City of Laguna Niguel
Job Description**

ASSISTANT/ASSOCIATE PLANNER

Middle Management, Professional, and Supervisory Unit
FLSA: Exempt

DEFINITION

Perform a variety of professional-level work involving the gathering, analysis, and reporting of social, economic, and urban planning data for use in current and long-range planning; provide information and assistance on planning-related matters to the public and other Department staff.

DISTINGUISHING CHARACTERISTICS

Assistant Planner

This is the entry-level class in the Professional Planner series. This class is distinguished from the Associate Planner by the performance of more routine tasks and duties assigned to positions within the series, including the responsibility for assignments in the fields of Current or Long-Range Planning which require the application of fundamental planning principles. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Associate Planner

This is the journey-level class in the Professional Planner series. Employees in this class are distinguished from the Assistant Planner by the performance of the full range of duties as assigned, including responsibility for the application of professional knowledge and skills to various municipal planning problems and projects. Responsibilities include the preparation of specific reports and plans with opportunity for independent judgment in planning work details and making technical determinations. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Assistant Planner

Receives general supervision from higher-level Planning staff.

Associate Planner

Receives direction from higher-level Planning staff

May exercise functional and technical supervision over Technical staff.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Receive and review zoning and variance requests, development proposals, and applications for compliance with appropriate regulations and policies.
- ◆ Research, analyze, and interpret social, economic, population, and land use data and trends; prepare written reports on various planning matters and elements of the general plan.
- ◆ Compile information, make recommendations, and prepare planning reports on special studies pertaining to land use and community development.
- ◆ Research, prepare, and present reports and recommendations for a variety of commissions, committees, and councils; make public presentations and recommendations on various aspects of the planning services and activities.
- ◆ Research, verify, update and draft ordinances for review; collect, record, and summarize statistical and demographic information.
- ◆ Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards.
- ◆ Compile information and assist in the preparation of site plans for private development and civic buildings; review commercial, industrial, and residential development plans for code compliance; process development permit applications.
- ◆ Answer questions and provide information to the public regarding zoning, land use, and the general plan; investigate planning-related complaints and recommend corrective action.
- ◆ Participate in coordinating City planning activities with outside departments.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Principles and practices of urban planning and development.
- ◆ Research methods and sources of information related to urban growth, development, and planning.
- ◆ Modern office methods, procedures, and computer equipment.

Associate Planner

In addition to the qualifications for Assistant Planner:

- ◆ Applicable laws, codes, ordinances, and regulations including laws underlying general plans, zoning, and land divisions.
- ◆ General building and development practices as they relate to planning review.
- ◆ Site planning and architectural design.
- ◆ Computer systems in relation to planning functions.

Ability to:

- ◆ Learn laws, codes, and ordinances underlying general plans, zoning, and land divisions.
- ◆ Analyze and compile technical and statistical information and prepare reports.

- ◆ Learn to participate in a variety of public meetings by making presentations and recommendations on various aspects of the planning program.
- ◆ Respond to public requests and inquiries.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain cooperative working relationships with those contacted in the course of work.

Associate Planner

In addition to the qualifications for Assistant Planner:

- ◆ Interpret planning and zoning programs to the general public.
- ◆ Independently investigate planning, zoning, and related problems.
- ◆ Perform professional planning work with minimum supervision.

Experience and Training:

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:

Associate Planner

Some directly related municipal planning experience is desirable.

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, public or business administration, or a related field.

Associate Planner

Two years of professional municipal planning experience.

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, public or business administration, or a related field.

Licenses:

Possession of, or ability to obtain, a valid California Driver's License.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to

stand, sit, and walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, talk, and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles.

The noise level in the work environment is usually quiet in the office and moderate in the field.