


JOB DESCRIPTION

<p>City of Patterson</p>  <p>Human Resources</p>	<p>ASSOCIATE PLANNER</p>
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JOB SUMMARY

*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.*

Under the general direction of the Director of Community Development, the Associate Planner performs a variety of professional level duties and responsibilities in support of the City's current and advanced planning functions; conducts research and analysis for residential and commercial development projects, environmental review and preparation of environmental documents; researches and prepares general plan and zoning ordinance amendments for presentation to the Planning Commission and, under certain circumstances to the City Council; provides information and assistance to applicants, developers, consultants, the general public, outside agencies and organizations regarding City codes, policies, standards and processes related to planning related matters; participates in the planning and implementation of revitalization efforts; prepares applications for grant funding and administers housing programs and Community Development Block Grants (CDBG) funded programs; and performs related work as required and special projects as assigned.

The **Associate Planner** is the experienced journey level classification in the professional Planner series. Under general direction, incumbents perform professional planning work that requires the application of professional knowledge and skills to various municipal planning, zoning and environmental problems with responsibility for the preparation of specified reports and plans with opportunity for the application of independent judgment in planning work details and making technical determinations.

Positions in the Associate Planner classification are flexibly staffed and are generally filled by advancement from the Assistant Planner level based on management judgment, attainment of required experience, demonstrated ability to perform the full range of job duties and exemplary job performance.

This classification is distinguished from the Senior Planner, which is a lead/advanced-journey level classification with responsibility for the performance of more complex and difficult duties within the Planning Division, and may provide training, direction and functional supervision in a lead capacity to assigned project and/or Planning Division staff.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Director of Community Development or the City Planner.

This position exercises no supervision, but may be assigned lead work responsibility for training, assigning, and reviewing the work of less experienced employees.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Responds to public and developer inquiries concerning zoning, land use, development, and City development policies and standards.

Assists in reviewing development proposals, site plans, building plans, parcel maps and subdivision proposals for compliance with appropriate regulations and prepares reports and recommendations.

Performs plan check reviews to ensure that City Development standards are being followed.

Reviews and signs off on building permits prior to issuance.

Researches, analyzes, and interprets social, economic, population, and land use data and trends; prepares written reports on various planning matters and the General Plan.

Compiles information and makes recommendations on special studies and prepares reports and graphic displays; prepares General Plan amendment studies.

During the development process, reviews proposals and works with developers to reach agreement on acceptable site plans; reviews building plans, parcel maps, and subdivision proposals for conformance with appropriate regulations; communicates and coordinates with other City departments, developers, and outside agencies to create the best possible development; prepares reports of recommendations.

Confers with and advises architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards.

Participates in analyzing projects; prepares initial studies, negative declarations, and reviews environmental impact reports.

Processes use permits, sign permits, flood certificates, general plan amendments, rezoning, and variances

Researches and drafts new or revised ordinances for review.

Prepares applications for grants and other outside funding available for community development and housing assistance activities, including the Community Development Block Grant (CDBG) Program and the Home Program.

Administers all CDBG and Home Program funded projects.

Participates in the planning and implementation of redevelopment projects.

Provides staff support to and attends appropriate meetings of the Planning Commission, City Council and other committees or commissions as directed; may make presentations before such bodies.

Assists with the investigation and resolution of code enforcement activities as directed.

Carries out general departmental functions and related duties as required.

Attends and participates in professional group meetings, training seminars, and classes; maintains awareness of new trends and developments in the field of city planning, zoning, land use, and economic development.

Performs other related duties as assigned and/or required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Operations, services, and activities of a community planning and development program; modern principles, practices, and techniques of current and advanced planning including land use, environmental policy analysis, natural resource management, municipal service delivery, physical design, landscape architecture, demographics and economic and social concepts as applied to municipal planning; development review procedures and requirements site planning and architectural design principles; recent developments, current literature, research methods, and sources of information related to municipal planning, urban growth and development; methods and techniques of effective technical report preparation and presentation; statistical methods and research techniques applicable to the preparation of municipal planning studies; methods and techniques of eliciting community participation in planning and development issues; pertinent federal, state, and local laws, codes, and regulations; underlying general plans, zoning and land divisions, and applicable environmental laws and regulations, including the California Environmental Quality Act (CEQA); policies, procedures, and methods of the Planning Division; modern office procedures, methods, and equipment including effective use of a personal computer and standard business software applications.

Ability to: Apply policies, procedures and standards pertaining to the municipal planning process; interpret and implement the requirements of the California Environmental Quality Act (CEQA).analyze and compile technical and statistical information and prepare reports; interpret planning and zoning programs to the general public; perform complex professional planning work with a minimum of supervision; work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person; communicate clearly, effectively and concisely, both orally and in writing; maintain cooperative working relationships with the public, contractors, employees, and others; identify with management and City goals and objectives and understand City priorities and needs; promote a customer service focus in forging cooperative public relations; demonstrate continuing effectiveness in carrying out the knowledge, abilities and requirements of the position, including the retention of required certifications.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training, and experience which would likely provide the required knowledge, skills, and abilities. Normally this would include:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban or regional planning, architecture, or a closely related field considered useful in urban planning. (Substitution: A master's degree in urban or regional planning may be substituted for one year of the required experience); and

Experience: Two (2) years of progressively responsible professional planning experience, preferably in a city of county planning department or one (1) year as an Assistant Planner with the City of Patterson.

License or Certificate: Possession of a valid Class C California Driver's License,

MENTAL AND PHYSICAL REQUIREMENTS

Mental Requirements: The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.

Physical Requirements: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Environmental Conditions: Work is performed primarily in a standard office environment with some travel to different sites; occasionally works in outside weather conditions; incumbents may be required to work extended hours including evenings and weekends.

FLSA Status: Exempt

Revised: August 2022