

ASSISTANT PLANNER  
ASSOCIATE PLANNER

DEFINITION

To perform a variety of professional planning duties including zoning and planning administration, environmental review, plan preparation, and special projects; and to prepare reports and recommendations relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Assistant Planner

Assistant Planner is the entry level class in the Planner series. This class is distinguished from the journey level class of Associate Planner by the performance of the tasks and duties assigned to positions within the series with a higher level of supervision. Since this class is typically used as a training class, employees may have only limited or no directly related professional work experience. Employees work under general supervision while learning job tasks.

Associate Planner

This is the journey level class within the Planner series. This class is distinguished from the Assistant Planner by the assignment of the full range of professional duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant Planner level.

Assistant Planner

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

Receives and processes planning applications; performs field investigations; prepares reports for and presents to the Planning Commission, City Council and other boards and commissions; conducts research and prepares recommendations on planning issues and ordinances; provides information on planning and zoning issues to applicants, the general public and other departments; assists with research and completion of advanced planning projects; may perform code enforcement activities; establishes and maintains appropriate files, and prepares correspondence as required; builds and maintains positive working relationships with co-workers, other City employees, outside

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agencies, consultants and the public using principles of good customer service; and performs other duties as required.

### EMPLOYMENT STANDARDS

Education and Experience: Graduation from college with a degree in city planning, or a closely related field. Internship or para-professional experience in city planning is highly desirable.

Knowledge of: Fundamental planning principles, role and function of general plans and zoning ordinances; California planning, subdivision and environmental law and their relationship to day to day activities of a planning department; scope and function of a planning department and its relationship to other City departments; research methods and report preparation.

Ability to: Write accurate and concise technical reports and memoranda; explain planning and zoning requirements clearly to the public, applicants and other departments; research, analyze and summarize planning issues; Read, understand and interpret a variety of maps, site plans, architectural drawings, specifications, environmental impact reports, ordinances, and regulations related to work. On a continuous basis, sit at desk or in meetings for long periods of time; twist and reach office equipment; stand, walk, bend, climb, or squat while conducting field checks; write and use keyboard to communicate through written means; visually differentiate between colors on land use maps; and lift or carry weight of 10 pounds or less. Use a computer, calculator, telephone, facsimile machine, photocopy machine, and microfilm reader printer. Analyze situations quickly and objectively and determine proper course of action. Attend evening and weekend meetings. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

Possession of: Valid California Driver's License.

Associate Planner

TYPICAL DUTIES

In addition to those duties describe for the Assistant Planner, responsible for more complex planning projects or functional program area, such as current planning application processing and coordination of a specific type, outside agency coordination, or ordinance preparation; may be assigned as staff liaison to a board, committee or commission; and performs other duties as assigned.

In addition to the qualifications for Assistant Planner:

EMPLOYMENT STANDARDS

Education and Experience: Graduation from an accredited university or college with a degree in planning or a related field. Two years of professional planning experience performing duties similar to Assistant Planner with the City of Campbell.

Knowledge of: Principles, objectives and procedures of municipal planning, urban design, and zoning, environmental review processes, and planning legislation. Applicable laws related to sub-division, annexation, zoning and land use.

Ability to: Conduct independent research and report preparation; accurately interpret planning and zoning maps, aerial photos, architectural design plans and precise construction drawings; Perform complex planning work requiring independent judgment.

Possession of: Membership in the American Planning Association is desirable.