

DEFINITION:

Under general supervision, provides the public with information concerning general plan, zoning, sub-division design, commercial development and related planning or redevelopment information.

DISTINGUISHING CHARACTERISTICS:

This is the entry level planner classification within the series. Assistant Planner differs from the next higher classification of Associate Planner by the latter having responsibility for a broader range of difficult and specialized planning or redevelopment functions or supervision of projects or employees. Assistant Planners do not supervise other employees. As incumbents gain more experience, they are assigned more complex duties and responsibilities with less supervision. Incumbents in this class may be advanced to the Associate Planner level upon meeting the requirements of that classification, completing a minimum of one year of satisfactory performance as an Assistant Planner, in a full-time position or equivalent service, with the City of Redding, and upon the recommendation of the Department Director.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

1. Provide information and assistance to developers, property owners, private engineers, and the general public regarding laws, policies, professional standards, and regulations.

Measures: Provide accurate response; timeliness of response; and feedback.

2. Coordinate with City planners, engineers, land developers, the public, and other governmental agencies to recommend use of land for residential, commercial, industrial, and community uses.

Measures: Coordinates staff reports and development review.

3. Prepare research studies, and draft staff recommendations regarding land use, zoning, community needs, local and regional transportation issues, housing, redevelopment and other urban characteristics.

Measures: Readable, well written, accurate and concise reports and conditions of approval.

4. Draft proposed local ordinances, policies, and procedures.

Measures: Well researched and thought-out proposals.

5. Make presentations to community groups, other governmental groups, and advisory, planning, engineering and other individuals.

Measures: Accurate and informative presentation.

6. Conduct research and prepare materials for public hearings.

Measures: Accuracy of exhibits and completeness of draft conditions list.

7. Organize, schedule, and present materials for the Board of Administrative Review (BAR) hearings.

Measures: Accuracy of exhibits; completeness of draft conditions list; conduct of meetings.

8. Prepare staff reports for Commission and City Council. Provide staff assistance to the Planning Commission, Redevelopment Agency, or City Council when requested and may occasionally make presentation.

Measures: Accuracy of information, timely preparation and efficient presentation.

9. Conduct special studies on planning, redevelopment, or other City issues.

Measures: Accuracy of information, timely preparation, issues are identified and alternatives are developed.

10. Investigate and check zoning code enforcement.

Measures: Accuracy of information, timely response, elimination of violation, and minimal controversy.

11. Perform other related duties as assigned.

Measures: Acts as an informed, courteous and tactful department representative. Understand and exhibits a customer service ethic.

## QUALIFICATIONS:

### Knowledge of:

Principles, objectives, and procedures of municipal planning and development control; professional planning standards, methods, and techniques regarding land use and city zoning laws; methods used to develop recommendations of land use, physical design and its effects on economic/social/environmental quality of life; and basic research and analysis methods.

Ability to:

Interact effectively with the public and employees. Accurately interpret laws, regulations, map sites, building plans, and specifications; make public presentations; communicate effectively, both orally and in writing; use a computer and software.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a Bachelor's Degree from an accredited college, university, or equivalent, with major course work in Urban Planning, Environmental Studies, or a related field.

Experience:

Typical experience would include two years or less professional planning experience.

Special Requirements:

Possession of a California drivers license or the ability to acquire one within ten days of appointment.