

## CITY OF BIG BEAR LAKE

### ASSISTANT/ASSOCIATE PLANNER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general supervision, learns to perform and performs professional land use and urban planning work, including current and advance planning, and implementation of the City's General Plan; reviews complex zoning and development applications; presents projects to the Planning Commission; coordinates special projects; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

##### **Assistant Planner**

The **Assistant Planner** is the entry-level position in the professional planning series that allows the incumbent to develop journey level knowledge and abilities in the field of municipal planning. Initially, under immediate supervision, incumbents learn to perform and perform a variety of fundamental support activities in the area of current and advance planning. This classification is distinguished from the next higher class of Associate Planner in that the latter is assigned the more complex projects and works with more independence and less supervision.

##### **Associate Planner**

The **Associate Planner** is the journey level class in the professional planning series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents in this position work independently in the research and analysis of planning issues and the preparation of planning reports, studies and recommendations. This classification is distinguished from the next higher classification of City Planner in that the latter is responsible for administering the entire City Planning program and department.

#### **SUPERVISION RECEIVED/EXERCISED:**

##### **Assistant Planner**

Receives immediate supervision from the City Planner. Incumbents in this class do not routinely exercise supervision.

##### **Associate Planner**

Receives general supervision from the City Planner. Incumbents in may provide technical and functional direction to other staff.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Performs professional land use and urban planning work, including current and advance planning, and implementation of the City's General Plan; reviews complex zoning and development applications.
- Evaluates, prepares and processes current development projects through a detailed review of the plans for compliance with the General Plan, zoning and applicable state and federal environmental regulations.
- Provides information and assistance to developers, property owners and the public regarding laws, regulations, standards, policies and procedures related to the submission of plans, processing of applications and implementation requirements; performs field inspections for residential and commercial projects; communicates and coordinates with other City departments and outside agencies; coordinates the development review process on public and private projects.
- Prepares staff reports, resolutions, public hearing notices, ordinances for tentative maps, zoning changes, and General Plan amendments, and presents these documents before the appropriate commission; prepares attachment exhibits as needed.
- Performs advanced planning; surveys surrounding cities regarding their regulations, etc.; compiles survey results.
- Approves temporary signs, use permits and Home Occupation permits; assists customers at the counter and over the phone with planning related questions.
- Maintains, updates, researches and analyzes data required for planning projects; participates in the review, development, revision and maintenance of general plan elements, environmental impact reports, plans, ordinances and other policies and procedures.
- Monitors and tracks Environmental Mitigation requirements for respective projects.
- Receives and reviews permit applications; assesses fees; establishes conditions for project approval; approves building permits for such things as patio permits and room additions at the counter; plan-checks projects for building permit issuance to ensure compliance with the conditions of approval for the project.
- Coordinates and attends meetings relative to projects outside of the City; presents reports before the Planning Commission, City Council and community groups as necessary; schedules and attends meetings with developers and citizens.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

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Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The ability to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Assistant/Associate Planner**. A typical way of obtaining the required qualifications is to possess the equivalent of:

#### **Assistant Planner**

One year experience at the professional planning level, or two years performing duties directly related to general planning, and a bachelor's degree in urban or regional planning, architecture, environmental design, landscape architecture, or a related field. A master's degree may be substituted for one year of experience.

#### **Associate Planner**

In addition to the above, two years of professional planning experience equivalent to that of an Assistant Planner with the City of Big Bear Lake, or one year as Assistant Planner in the City of Big Bear Lake.

### **License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the Assistant and Associate levels.)*

### **Knowledge of:**

Modern principles, practices and techniques of current and advanced planning; land use, physical design, demographic, environmental, economic and social concepts as applied to municipal planning; statistical methods and research techniques applicable to the preparation of municipal planning studies; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations, including the City Municipal Code, the California Environmental Quality Act and California laws relating to subdivisions, annexations, zoning and land use; basic principles of mathematics; applicable federal, state and local laws,

codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Apply policies, procedures and standards pertaining to the municipal planning process; interpret maps, site and building plans and specifications, graphs, and statistical data; attend evening meetings as required; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications, including graphic and presentation programs.