



City of Larkspur ASSISTANT PLANNER

DEFINITION

Under direct supervision, the Assistant Planner assists with and learns to perform professional planning duties in the fields of long-range planning, current planning, and building permitting; provides support to senior planning staff; performs technical reviews and evaluations of land use and permit applications, environmental impact documents, and construction projects to ensure compliance with all aspects of the City General Plan and related ordinances and laws; collects and analyzes data on zoning, subdivision design, housing design, and other land use issues; assists in conducting environmental impact reviews; assists in the preparation of written and graphic reports; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the professional Planner series. Incumbents in this class are assigned a broad range of planning assignments. This class works under direct supervision and exercises gradually increasing discretion. As experience and proficiency are gained, incumbents are expected to work with less supervision.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Planning and Building Director and lead direction may also be received from other managers or mid-managers; or from higher level professional staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(include but are not limited to the following)*

- Assist and answer public inquiries at permit information counter.
- Review building permits and business license certificates for conformance to current zoning regulations.
- Process administrative permit approvals (e.g. Exception Permits, Second Unit Permits)
- Review and complete residential resale forms.
- Analyze planning and planning-related development projects; ensure development proposals conform to General Plan and other applicable plans and regulations.
- Create new and maintain existing forms, maps, and diagrams, utilizing computer assisted techniques.
- Prepare maps, charts and other illustrative materials for various planning reports, staff reports, and general information and distribution.
- Assist with generating data and preparing staff reports for land use projects.

- Prepare, check and review important technical records involving the General Plan, specific plans, capital improvement program, zoning ordinance, and other technical city planning records.
- Gather, interpret, and prepare data for permit application review process, studies, reports and recommendations; coordinate department activities with other City departments and agencies as needed.
- Provide technical and professional advice; respond to questions and concerns from the general public; provide information as is appropriate and resolve complaints.
- Attend City Council meetings, Planning Commission meetings, and other boards, commissions, and committee meetings as needed and represent the City to outside agencies; take notes and prepare summary reports.
- Perform field investigations and write reports on specifically assigned problems in the field of zoning, subdivisions, park and recreation areas, population movement and traffic, code enforcement and other land use studies.
- Assist in and perform research and analysis of economic and sociological problems as a basis for preparation of the General Plan, specific plans, and capital improvement program.
- Answer inquiries pertaining to zoning, street location and other city planning-related issues.
- Assist in preparing amendments to the General Plan, Municipal Code, and/or other policy and procedure documents as necessary.
- Monitor trends in current and long range planning, community needs and other factors in city planning.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
- Use a variety of software to maintain and update the Department's website, and to create content as needed.
- Perform related duties and responsibilities as required.

REQUIREMENTS

Knowledge of

- Basic principles and functions of land use planning; research methods and how to analyze data, records and maps.
- Principles and practices of drafting, mapping, and GIS databases.
- Theory, principles, and practices of land use, transportation, housing, and revenue planning.
- Current laws and trends in federal, state, regional, and local planning.
- Statistical and research methods as applied to the collection and tabulation of data affecting public planning.

- Laws, ordinances, rules, and regulations affecting general plans, zoning, development, environmental review, and land use, including but not limited to CEQA, planning and zoning laws, and the Subdivision Map Act.
- Urban design, park and recreational area design, land subdivision, zoning and of legal descriptions and federal, state and local laws as they relate to city planning.
- Current professional best practices in city planning and of methods for operating appropriate current and long range planning.
- Knowledge of computerized information systems and equipment typically used in land use planning activities
- Correct business English, including spelling, grammar and punctuation.
- Standard office practices and procedures, including records management and the operations of standard office equipment.

Skill and Ability in

- Learning to skillfully prepare drafting presentations of data, plans and maps.
- Learning to collect, analyze and compile data pertaining to planning and zoning functions.
- Learning to interpret and apply City standards, planning codes and ordinances including the Planning and Zoning Laws, Subdivision Map Act, California Environmental Quality Act, and the City of Larkspur Municipal Zoning Ordinance (Title 18).
- Learning the purposes, policies, and procedures of the City Council, Planning Commission, and other agencies concerned with public planning and community development.
- Learning to read plans and legal descriptions; and to research and interpret Assessor's parcel maps and recorded maps.
- Learning to prepare technical reports of moderate complexity.
- Developing workflow sequences and documentation and records maintenance procedures.
- Ability to establish effective working relationships with the general public, governmental officials, professional and technical specialists, and other employees.
- Communicating, orally and in writing, with architects, contractors, developers, owners, supervisors, employees, and the general public.
- Proficiency in the use of Microsoft Office suite; competence with databases, GIS programs, and desktop publishing software.
- Proficiency in website design and maintenance for public information and access.
- Ability to learn and utilize new technology

EDUCATION AND/OR EXPERIENCE

Sufficient experience and education related to professional land use planning to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

- Possession of a Bachelor's degree or equivalent in urban or regional planning or a related field.

- One year of directly related experience in urban or regional planning or a related field is desirable.

In addition, qualified candidates must:

- Possess a valid Class C California Driver's License by date of appointment
- Be willing and able to work occasional evenings as needed for required meetings.

PHYSICAL WORKING CONDITIONS

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.

Position requires prolonged sitting, standing, walking; and occasional kneeling, squatting and stooping in the performance of daily activities. The employee will occasionally be required to climb or balance or crawl; and while occasionally inspecting project sites will be required to walk on uneven hillside terrain with natural obstacles and be exposed to outdoor weather conditions. While performing the duties of this job, the employee is regularly exposed to video display terminals. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Acute hearing is required when providing phone and personal service. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds. The employee is occasionally exposed to moving mechanical parts and may occasionally work with use of a City vehicle. The noise level in the work environment is generally moderate, and in field conditions may be occasionally loud.

OTHER:

FLSA Status: Non-exempt
Bargaining Unit: Larkspur Miscellaneous Employees Association
Approved by: City Manager Dan Schwarz
Date: March 31, 2013