



Job Description – City Planner

Salary Class & Designation: 76J

FLSA Status: Non-Exempt

Employment Status: Classified

Reports to: Community Development Director

Position Summary: Under general supervision of the Community Development Director, this position will perform a variety of professional current and long-range planning duties, including day-to-day administration of planning ordinances, including the cannabis ordinance, project environmental review, and preparation of technical reports as well as provide general information to the public regarding various planning services.

Typical Duties and Responsibilities:

These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.

- Responds to public inquiries received by telephone, email or personal contact in matters pertaining to planning, zoning, and related policies.
- Reviews development proposals and other requests made to the Community Development Department for conformance with appropriate regulations; prepare reports and make recommendations.
- Prepares planning reports and develops agenda material for City Council meetings.
- Conducts Initial Studies and prepares basic environmental documents (Exemptions, Negative Declarations, etc.) pursuant to the California Environmental Quality Act (CEQA).
- Collects and records land use data, prepares base maps, zoning maps, charts, and graphs.
- Performs fieldwork and site visits to fully comprehend, analyze, and document development proposals.
- Manages the City Cannabis Program.
- Interprets and applies the City zoning ordinances in reviewing and analyzing development proposals and in replying to public inquiries.
- Assists the City's Building Official/Code Enforcement Officer in interpreting Zoning Code and recognizing and resolving Code violations in the field.
- Processes current planning applications and evaluates plans and projects for code compliance and design considerations.
- Develops and implements systems and procedures to ensure the proper processing of permit applications and the issuance of permits, variances, zone changes, and architectural reviews.
- Conducts land use studies and compiles data and information pertaining to planning as needed.
- Performs field work and site visits (occasionally in extreme weather conditions) to fully comprehend, analyze, and document development proposals.
- Performs other duties as assigned.

Desirable Skills, Knowledge and Abilities:

Knowledge of:

- Principles, methods and procedures of governmental planning and zoning.
- Federal, state, and local laws, codes and ordinances related to city planning, zoning and environmental analysis.
- Functions of other governmental agencies involved in the planning process.
- Modern office practices, procedures, equipment (computers), programs, and techniques.

Ability to:

- Prepare clear and comprehensive letters and reports.
- Engage in critical thinking.
- Establish and maintain cooperative and productive working relationships with the public and staff.
- Articulate planning strategies to a variety of audiences.
- Work independently while maintaining a high level of productivity.
- Balance project requirements and deadlines.
- Work in a well-organized, detailed manner and meet deadlines.
- Compose planning reports, technical studies, and other planning-related documents with little supervision and editing input from supervisor(s).
- Interpret technical and legal documents related to planning.
- Operate word processing and graphic computer programs.
- Read, interpret, apply, and explain related laws, ordinances, rules, regulations, policies and procedures.
- Research technical topics and prepare detailed, concise written reports.
- Deal constructively with conflict and develop effective resolutions.
- Deal professionally and effectively with the public when enforcing zoning, building, and other codes.
- Operate a motor vehicle safely and according to traffic laws and rules.
- Perform fieldwork that may be physically demanding.
- Effectively work under pressure.

Minimum Qualifications:

- Bachelor's degree from an accredited four-year college or university in urban or regional planning, or a related field.
- Two years of progressively responsible related experience in city, county or regional planning.
- Must possess and maintain a valid California Class C Driver License and satisfactory driving record. Out of state valid motor vehicle operator's license will be accepted during the application process.
- One (1) additional year of qualifying experience may be substituted for the required academic major.

Desirable Experience/Education Special Requirements:

- Experience using GIS software to create reports and maps.