

CITY OF CARSON
Class Specification

City Council Reso. No:
Bargaining Unit: Prof. Assn.
FLSA: Non-Exempt

ASSOCIATE PLANNER OF CARSON

Title: ASSOCIATE PLANNER

Job Summary:

Under general direction, prepares reports on current and advanced planning projects; conducts environmental impact assessments in accordance with CEQA; reviews development plans for compliance with zoning and related requirements; conducts code and General Plan amendments and general planning studies; and performs other related work as required.
~~Under direction, to perform complex professional planning work such as comprehensive plans and provides work direction to other personnel.~~

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Conducts comprehensive studies for current and advanced planning projects, compiles and analyzes data on land use and other planning related topics. ~~Develops comprehensive plans and programs for utilization of land and physical facilities of the City.~~
2. Compiles and analyzes data on economic, social, environmental, and physical factors affecting land use.
3. Prepares reports and makes recommendations concerning research data, assesses environmental impact and ~~prepares reviews~~ environmental impact reports.
4. Prepares official population estimates and projections, housing statistics, and economic studies.
5. ~~Acts as technical adviser to other personnel.~~
6. Prepares and administers revisions to planning and zoning regulations.
7. Analyzes and recommends action on applications for zone changes, zone variances, and conditional use permits.
8. ~~Drafts correspondence advising Planning Commission of action.~~
9. ~~Acts as staff advisor to citizen planning groups.~~
10. Prepares reports and presents to the Planning Commission. ~~Attends meetings and represents the Department.~~
11. Provides information to and consults with the public.
12. ~~Performs related duties as required.~~

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Graduation from a recognized college or university with a baccalaureate degree in planning or related field ~~or equivalent~~ and ~~approximately minimum~~ three (3) years of experience in municipal planning or related field. ~~full-time paid professional experience in planning.~~

Knowledge of:

- Principles and practices of urban planning ~~and zoning.~~
- Regulations covering planning and zoning.
- ~~Research methods as applied to the collection, tabulation and analysis of statistics affecting planning.~~

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Knowledge of:

- Architectural plans ~~Engineering drawing~~ and topographic mapping.
- ~~Drafting instruments, equipment and techniques.~~
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Personal computer and related software (Microsoft Office – Word, PowerpointPowerPoint & Excel).
- Familiar with ERP system (i.e. Tyler Munis) preferred
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- ~~Applicable law, codes, regulations, policies and procedures.~~
- City organization, operations, policies and objectives

Skill and Ability to:

- ~~Collect, tabulate and compute planning statistics.~~
- Organize and conduct planning research studies.
- Preparation of comprehensive planning reports.
- ~~Effectively use a variety of drafting instruments, equipment and techniques.~~
- Make clear and concise oral and written presentations. ~~Effectively communicate in writing and orally.~~
- ~~Meet approved minimal physical and medical standards.~~
- Establish and maintain effective relationships with City staff and officials, civic groups, and other agencies. ~~Establish and maintain effective working relationships with others.~~
- Legally operate a motor vehicle in the State of California.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.

- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.

~~Nash and Company~~
~~July 1996~~
