

ASSISTANT PLANNER
ASSOCIATE PLANNER

DEFINITION

To perform professional level work in the field of current planning, advanced planning and environmental analysis.

SUPERVISION RECEIVED AND EXERCISES

Direction is provided by the Planning Director. Technical or functional supervision may be provided by higher level professional positions.

Assignments of the Associate Planner may require technical or functional supervision of technical positions.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS/DUTIES

- Research, analyze and interpret social, economic, population and land use data and trends; prepare written reports on various planning matters and elements of the General Plan.
- Prepare initial studies and prepare or review Environmental Impact Reports.
- Compile information and make recommendations on special studies and prepare complex planning reports.
- Prepare zoning code and general plan amendment studies.
- Review development proposals and work with developers to reach agreement on acceptable site plans; review building plans, parcel maps, and subdivision proposals for compliance with appropriate regulations, and prepare reports of recommendations.
- Prepare staff reports and may make presentations to the Town Council, Planning Commission, Design Review Board, and various committees and advisory boards as directed.
- Check commercial, industrial and residential development plans for issuance of zone clearance; process permit applications.
- Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding Town development policies and standards.
- Provide technical staff assistance, and coordinate and participate in the administration of grants and grant programs.
- Perform related duties as assigned.

QUALIFICATIONS

ASSISTANT PLANNER

Knowledge of:

- Principles and practices of urban planning.
- Site planning and architectural design.
- Current literature, information sources and research techniques in the field of urban planning.

Ability to:

- Learn laws and Town policies underlying general plans, zoning and land divisions.
- Learn applicable environmental laws and regulations and methods of assessment.
- Analyze and compile technical and statistical information and prepare reports.
- Work effectively with architects, engineers, contractors and the general public.
- Communicate clearly and concisely.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

None required.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in planning, architecture or a related field.

ASSOCIATE PLANNER

In addition to the qualifications for Assistant Planner:

Knowledge of:

- Laws underlying general plans, zoning and land divisions.
- Regulations and procedures related to obtaining and the administration of program grants.
- Applicable environmental laws and regulations.

Ability to:

- Interpret planning and zoning programs to the general public.
- Perform complex professional planning work with a minimum of supervision.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be two years of experience performing work comparable to that of an Assistant Planner in the Town of Tiburon.