

City of South San Francisco
Human Resources Department

Associate Planner
Class Description

Definition

Under general direction, performs professional-level tasks related to municipal planning, zoning, and environmental analysis; researches and analyzes a variety of planning data; prepares various studies and recommendations; prepares and reviews environmental impact reports; reviews development and subdivision proposals, building plans, permits, and parcel maps; works with developers, architects, attorneys, and the public regarding City standards and policies; may serve as staff to various Boards and/or Commissions; and does related work as required.

Distinguishing Characteristics

This classification is an experienced professional-level planning position. With the requisite experience, the incumbent can independently assume responsibility for more complex projects and specialized assignments. This position differs from the next higher-level position in that the latter has supervisory responsibilities and addresses the most complex zoning and planning issues.

Typical and Important Duties

1. Provides public counter assistance and responds to inquiries from applicants, the general public, and other governmental agencies.
2. Reviews and analyzes various planning applications, including more complex projects, and prepare reports thereon.
3. Reviews building plans for conformity to zoning and subdivision ordinances.
4. Interprets and applies pertinent laws and regulations to planning projects.
5. Gathers and analyzes statistic, economic, and other data pertaining to planning and environmental matters.
6. Organizes and conducts research studies, and prepares elements and revisions to the General Plan.
7. Prepares and presents oral and written reports to the Planning Commission, City Council and other boards or committees as required.
8. Assists in the enforcement and administration of zoning, subdivision, and other related ordinances.
9. Conducts field inspections.
10. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Theory, principles, and practices of City, urban, and transportation planning.
- Standard practices of both current and long-range planning, including development and modification of General Plan elements.
- Guidelines of the California Environmental Quality Act (CEQA).
- Applicable local, state, and federal laws and regulations.
- Statistical and research techniques related to the planning practices.
- Techniques for dealing with the architects, engineers, homeowners, City staff, professional service contractors, and representatives of other agencies in an effective manner.
- Report preparation and record keeping techniques.
- Purpose and interpretation of Zoning Ordinances.

Ability to:

- Collect, analyze and interpret technical, statistical, and related information pertaining to planning and zoning.
- Understand and explain applicable laws, ordinances and regulations.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Prepare clear and concise technical reports, including staff reports for the Planning Commission.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Make effective public presentations.
- Establish and maintain effective relationships with those contacted in the course of the work.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Represent the City effectively in contacts with elected and foreign officials, representatives of other agencies, City departments, and the public, occasionally in situations where relations may be difficult or strained.
- Work in a safe manner, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in

- Using a personal computer and associated applications.
- Word processing and database management at a speed and accuracy sufficient to perform assigned work.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Two years of progressively more responsible experience in municipal, county, regional, and/or private planning. A master's degree in planning may be substituted for one year of the experience requirement.

Training: A bachelor's degree from an accredited college or university with major coursework in planning, architecture, landscape architecture, political science, engineering, geography, sociology, public administration, economics, or a closely related field.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 35 pound boxes, files, and materials.

Work Environment: Mobility to work in a typical office and/or field setting.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

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| Approved: | July 1995 |
| Revised Date: | July 1997, June 2003 |
| Former Titles: | |
| Abolished: | |
| Bargaining Unit: | Mid-management |
| ADA Review: | 1994/95 |
| DOT: | No |
| Physical: | Class 3 |
| Status: | Classified/exempt |
| EEOC Category: | EF10\EJ2 |
| Job Code: | M125 |

ADA Documentation of Essential Duties

1. SDE
2. SWE
3. SDE
4. SDE
5. MME
6. MAE

7. SWE
8. SWE
9. MWE