

City of Victorville Position Description

REGULATION AND LICENSING

ASSOCIATE PLANNER

DEFINITION

Under general direction, performs professional level planning work in all phases of the City's planning process including advanced planning, general planning formulation and implementation, zoning administration, and subdivision review; and does related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the professional planning series. Positions in this class are expected to have the knowledge, abilities and experience to perform the full range of professional planning work involving the application of knowledge and skills to various municipal planning and zoning problems. Responsibilities include the preparation of specific reports and plans with the opportunity for independent judgment in planning work details and making technical determinations. Work in this class is distinguished from that of the Assistant Planner class by the greater complexity of the assignments received and by the greater independence with which the incumbent is expected to operate.

TYPICAL TASKS

Analyzes and interprets social, economic, population and land use data and trends; prepares written and graphic reports on various planning matters with most of the work effort focused on elements of the General Plan; compiles information and makes recommendations on special studies; reviews plans by conducting thorough investigations to determine compliance with City codes and zoning ordinances; prepares or assists in the preparation of ordinances, amendments, and revisions of general plan and zoning ordinances; prepares and presents reports to planning commission and to the City Council pertaining to planning and zoning matters; answers questions of the public regarding all aspects of planning; plan checks commercial, industrial and residential projects to ensure compliance with City ordinances.

EMPLOYMENT STANDARDS

Training & Experience - Bachelor of Arts degree in Urban Planning, Geography or Public Administration, and two years of professional level planning experience at an Assistant Planner level or equivalent. A Master's Degree in Urban Planning may substitute for one year of the required experience.

Knowledge & Abilities - Knowledge of the theory, principles and practices of City planning, applicable sections of federal, state and local laws and codes including the State Planning Act, California Environmental Quality Act, Subdivision Map Act and zoning laws; knowledge of research and analysis methods as applied to the development and revision of long-range plans and the evaluation of development proposals. Ability to express ideas

clearly and concisely, both verbally and in writing; ability to exercise good judgment in dealing with the general public as well as peers and subordinates; ability to interpret, analyze and recommend revisions to building design plans and concepts and make decisions in accordance with laws, regulations and policies.

Licenses & Certificates - Possession of a valid Class "C" California driver's license.

WORKING CONDITIONS

Work is performed in an office and field environment and in close proximity to other workers. Incumbent must be able to work long hours and attend night meetings after working a full day. Incumbent may be exposed to dust, temperature and inclement weather within a construction zone environment.

APPROVED: Diana M. Ramirez
Personnel Officer

DATE: 6/20/91

APPROVED: James L. Cox
City Manager

REVISED: June, 1991