



JOB DESCRIPTION

Assistant Planner

Date Prepared: July, 2015

SUMMARY: Under basic supervision, provides customer service for the Planning, Building, and Business License Divisions; and communicates the policies, procedures, and standards of the Municipal Code and the Development Department to the general public, the development community, and external public agencies; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Serve as the primary public contact for the Development Department responsible for explaining policies and procedures to various individuals and organizations, and responding to public inquiries.
- Research various City documents such as land use, zoning, entitlements, permits, and business licenses, as well as the review of specific regulations, requirements, and standards of applicable codes and public agencies.
- Review, approve, and regulate the issuance of minor permits and the establishment of new businesses within the City.
- Research land use and building issues; and make accurate presentations of related documents, plans, maps, City policies and regulations to appropriate City Staff.
- Review Planning Division applications and all new permit applications, ensure all required materials and data are collected, and calculate permit fees.
- Provide technical assistance and support to the Planning Division, Development Department Staff, and other City departments.
- Perform other duties as required or assigned by the Director of Development, City Planner or Senior Planner.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Urban Planning, Geography, or a closely related field.

Knowledge of:

- City policies, procedures and Municipal Code.
- Principles and practices of urban and regional planning.
- Architecture, landscaping, and site design methods.
- California Environmental Quality Act.
- California State Subdivision Map Act.
- California State Alcoholic Beverage Control licensing requirements.
- Title 24 of the California Code of Regulations.
- Geographic information systems.
- Federal and California State planning laws.
- Planning best practices.

- Principles and practices of project management.

Skill in:

- Using initiative, discretion and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Interpreting and applying City, state and federal policies, laws and regulations.
- Performing drafting, site design, and mapping activities.
- Building effective teams and providing efficient customer service.
- Establishing and maintaining cooperative working relationships with department heads, managers, supervisors, employees, contractors, developers, realtors, external public and private agencies and the general public.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in an office environment. Physical demands are light, consisting primarily of sitting, standing, walking, lifting, carrying moderately heavy boxes up to 50 pounds, and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date