



JOB DESCRIPTION

Associate Planner

Date Prepared: July, 2014

SUMMARY: Under general supervision, perform a wide variety of complex current and long range planning tasks including Municipal Code amendments, entitlement processing, project management, and seeking/securing grant opportunities in addition to 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:*

- Perform Advance Planning tasks such as the development and maintenance of the General Plan, Specific Plans, and the Municipal Code; including associated tasks such as establishing deadlines, analytical review of data and applicable laws, establishment of regulations, organizational decisions, etc.
- Perform Current Planning tasks such as the preparation of staff reports for various entitlements (i.e. Site Plans, Conditional Use Permits, Tentative Maps, etc.) for public hearings; including associated tasks such as establishing deadlines, analytical review of data and applicable laws, presentations, etc.
- Process and manage development projects such as new construction, infill development, and discretionary land uses; including initial and ongoing project management duties.
- Maintain City Zoning and Land Use maps; create complex graphics and presentation materials for public workshops and hearings utilizing GIS and other software programs.
- Identify applicable grant opportunities and write grant applications.
- Provide technical assistance and support to Assistant Planners and secretarial staff; including analytical review, code interpretation, decision making, customer service, etc.
- Provide advanced technical assistance and support to the Planning Division, Development Department Staff, City management, other City departments, and outside agencies.
- 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 and Regional Planning or a closely related field; AND five years professional municipal planning experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- Assistant Planner duties and essential functions.
- 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 Subdivision Map Act.
- 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:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- 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 architectural design, site design, and mapping activities.
- Building effective teams and providing efficient customer service.
- Presentation of materials both in public forums and within the organization.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with the Planning Commission, City management, co-workers, contractors, developers, architects, surveyors, designers, external public & private agencies, and the general public.

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, in close proximity to other workers. Incumbent may be exposed to constant interruptions. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes and/or utilizing a hand dolly to lift and transport materials and supplies weighing up to 50 pounds. 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, if assigned, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date