

CITY OF CARSON

Title: ASSISTANT PLANNER

Job Summary:

Under direction, perform a variety of professional planning duties such as plan checking, processing building permits and answering public inquiries regarding zoning and planning matters and other related professional planning duties. Incumbents in the Associate Planner classification perform more complex professional planning duties, develop comprehensive plans and programs for utilization of land and physical facilities of the City and provide work direction and guidance to other planning personnel as assigned.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Answer public inquiries regarding zoning and planning matters by telephone, mail or in person at a public counter.
2. Compile research data and conduct investigations regarding planning issues; tabulate data concerning urban land use, population, housing, business industry, economic characteristic and redevelopment.
3. Assemble a variety of information and draft reports and studies; prepare maps, charts and graphs to interpret various phases of planning studies.
4. Receive and review case permit materials including conditional use permits design overlay review, variance and subdivision.
5. Process plans submitted for building permits for residential, commercial, industrial, parks and miscellaneous applications.
6. Review zone change requests and assist in the preparation of planning and zoning regulations; coordinate zoning enforcement with other City agencies and County officials.
7. Conduct field inspections for issuance of clearance and utilities on new developments including residential, commercial, industrial, parks and developments.
8. Prepare a variety of records and reports and make recommendations for the planning commission and City council meetings as required.
9. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Graduation from a four year college or university with a major in planning, public administration or related field or equivalent and one year increasingly responsible experience in municipal planning and zoning.

Knowledge of:

- . Principles and practices of municipal planning and zoning.
- . Research methodology as applied to the collection, tabulation analysis of information affecting planning.
- . Modern office practices, procedures and equipment.
- . Record-keeping techniques.
- . Personal computer and related software.
- . Telephone techniques and etiquette.
- . Correct English usage, grammar, spelling, punctuation and vocabulary.
- . Interpersonal skills using tact, patience and courtesy.
- . Applicable law, codes, regulations, policies and procedures.
- . City organization, operations, policies and objectives.

Skill and Ability to:

- . Collect, tabulate and compute planning statistics.
- . Organize and conduct various research studies.
- . Assist in the preparation of comprehensive planning reports.
- . Communicate effectively both orally and in writing.
- . Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- . Maintain records and prepare reports.
- . Establish and maintain cooperative and effective working relationships with others.
- . Analyze situations accurately and adopt an effective course of action.
- . Work from blueprints, shop drawings and sketches.
- . Meet schedules and time lines.
- . Plan and organize work.

License or Certificate:

Valid California driver's license.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.