

CITY OF CARSON

Title: ASSOCIATE PLANNER

Job Summary:

Under direction, to perform complex professional planning work such as comprehensive plans and provides work direction to other personnel.

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. Develops comprehensive plans and programs for utilization of land and physical facilities of the City.
2. Compiles and analyzes data on economic, social, environmental, and physical factors affecting land use.
3. Prepares reports and makes recommendations concerning research data, assesses environmental impact and prepares environmental impact reports.
4. Prepares official population estimates and projections, housing statistics, and economic studies.
5. Acts as technical adviser to other personnel.
6. Prepares and administers revisions to planning and zoning regulations.
7. Analyzes and recommends action on applications for zone changes, zone variances, and conditional use permits.
8. Drafts correspondence advising Planning Commission of action.
9. Acts as staff advisor to citizen planning groups.
10. Attends meetings and represents the Department.
11. Provides information to and consults with the public.
12. 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 recognized college or university with a baccalaureate degree in planning or related field or equivalent and approximately three (3) years full-time paid professional experience in planning.

Knowledge of:

- . Principles and practices of planning and zoning.
- . Regulations covering planing and zoning.
- . Research methods as applied to the collection, tabulation and analysis of statistics affecting planning.

Knowledge of:

- . Engineering drawing and topographic mapping.
- . Drafting instruments, equipment and techniques.
- . 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 planning research studies.
- . Preparation of comprehensive planning reports.
- . Effectively use a variety of drafting instruments, equipment and techniques.
- . Effectively communicate in writing and orally.
- . Meet approved minimal physical and medical standards.
- . Establish and maintain effective working relationships with others.
- . Legally operate a motor vehicle in the State of California.

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:

- . 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.