



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

ASSOCIATE PLANNER

DEFINITION

Under general direction of the Community Development Director, performs planning work of substantial professional difficulty, including research, data gathering, analysis, design, and report writing to the revision and maintenance of the general plan, preparation and administration of the redevelopment plan, and other complex planning and development projects. This position is also responsible for implementing the City's Economic Development Program and updating the Zoning Ordinance to be consistent with the General Plan. Assignments may require technical or functional supervision of technical and/or clerical positions. Positions in this class require substantial professional planning experience. Assignments are usually broad in scope and require the use of judgment base on experience in making technical decisions of moderate to extreme difficulty.

EXAMPLES OF DUTIES

- Reviews existing general plan document to determine conformance with State Law.
- Develop with the Community Development Director, a detailed general plan revision work program.
- Draft contracts for consulting services and processes all public and private projects according to the requirements of CEQA. Works with consultants to revise and update general plan elements.
- Conducts office and field studies, researches and prepares recommendations for all types of development applications based on local and state planning laws.
- Makes presentations to the City Council and Planning Commission, attends and facilitates citizen advisory committee, including the local development corporation.
- Helps coordinate and participates as a member of the Development Review Committee when processing development applications.
- Confers with and advises architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards.
- Prepares a variety of written reports and correspondence to the staff and the community.
- Enforces the Zoning and Municipal Code.
- Prepares precise area plans.

ASSOCIATE PLANNER

EXAMPLES OF DUTIES (continued)

- Implements and administers the City's Economic Development Program, including a business loan program and establishes public/private partnerships.
- Researches, drafts, and updates ordinances to implement the general plan.
- Reviews plans submitted for building permits for conformance with the Zoning Code and conditions of approval.

QUALIFICATIONS

Education and Training:

Education and experience equivalent to graduation from a recognized college or university, with major work in urban planning, public administration, geography, economics, political science, or related field; three years of increasingly responsible planning experience in a municipal planning department or in private consulting for public agencies.

Knowledge, Skills, and Abilities:

- Possess thorough knowledge of planning and zoning principles and practices; familiarity with community development laws and ability to interpret these principles and practices for the general public.
- Thorough knowledge of federal, state, and local laws and regulations relating to general plans and zoning. Knowledge of site planning and architectural design.
- Ability to compile, comprehend, analyze, interpret, prepare, and present complex technical reports and statistical data.
- Ability to prepare and present clear and concise reports orally and in writing to various groups of elected or appointed officials, consultants, and interested citizens.
- Ability to establish and maintain cooperative and effective working relationships with other employees, consultants, elected and appointed officials, and the public.
- Ability to analyze private projects for their profitability and economic return to the City.

LICENSE

Possession of a California Driver's license with a satisfactory driving record.

The above statements reflect the general details considered necessary to describe the functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.