



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

ASSISTANT PLANNER

DEFINITION

This is a beginning level professional planning position. Work involves responsibility for the application of city planning knowledges and skills gained through the completion of a formal degree program in city planning and development. Considerable direction and assistance is given an incumbent in the beginning of his/her professional experience; however, as experience and training are gained, an incumbent is expected to advance to full professional work in the planning field. Work is reviewed upon completion of assignments through analysis of draft reports for adequacy, factual content, and presentation as well as the soundness of interpretations and conclusions.

EXAMPLES OF DUTIES

- Accepts, reviews, and processes applications for changes in zoning; answers inquiries relative to application of the zoning ordinance and procedures for its amendment; makes presentations on such matters to the planning commission and city council.
- Secures information from other departments, court documents and records, and other sources relative to zoning and property changes and proposed uses.
- Prepares reports presenting information and conclusions by means of written texts and graphic illustrations.
- Gathers, selects, compiles, and analyzes data with particular reference to its impact upon existing or future city plans.
- Performs related work as required.

QUALIFICATIONS

Knowledge:

- Knowledge of principles, practices, and techniques of urban planning.
- Knowledge of the techniques of planning research and of the municipal, state, and federal agencies and procedures involved in urban planning.

ASSISTANT PLANNER

Knowledge: (continued)

- Knowledge of the law underlying a general or master plan, zoning and land subdivision ordinances.

Abilities:

- Ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems.
- Ability to plan, organize, and carry through difficult research projects.
- Ability to express ideas clearly and concisely, orally and in writing, to groups and individuals.
- Ability to establish and maintain effective working relationships with other employees and the public.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with major course work in city planning or a closely related field.

PHYSICAL AND OTHER REQUIREMENTS

- Must be in good health and be able to pass a physical examination.
- Possession of a valid California's Driver's License.
- 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.