

PLANNER I

DEFINITION

Under close supervision, compiles, analyzes, and interprets data related to social, economic, population, and land use trends; and prepares written reports on various planning matters and elements of the General Plan.

SUPERVISION RECEIVED/EXERCISED

Receives overall supervision from a Division Manager, Supervising Planner or designee. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Planner I is the entry level class in the professional planning series of the Development and Resource Management Department. Development and Resource Management is responsible for coordinating the preparation of final project reports of survey and planning activities, including preliminary engineering, design and cost estimates, and planning analyses and proposals. Incumbents in this class are trained in the full range of planning duties and may be assigned to various sections within the department. This class differs from that of Planner II, in that the latter is the journey level class in which incumbents are able to perform a full range of duties not requiring close supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to the following:

Compiles, analyzes, and interprets data related to social, economic, population, and land use trends.

Prepares written reports on various planning matters and elements of the General Plan.

Participates in the preparation of graphic materials, comprehensive reports, or special reports concerned with planning issues and elements of the General Plan.

Prepares information and provides assistance to governmental agencies and individual citizens on matters relating to planning issues, property use regulations, and other planning functions.

Accepts and processes entitlement applications at the public counter.

Conducts special studies of land use, land economics, urban design, and other factors related to planning or zoning.

Analyzes site plans, development plans, and subdivision maps.

May attend meetings of the Planning Commission to advise, observe, present testimony, and assist in their deliberations.

Conducts research and studies leading to the preparation of reference standards and criteria for environmental controls, site utilization, urban growth, and the provision of urban services.

Works with citizen groups in the development, review, and implementation of Community Plans and planning policies.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Standard terminology, techniques, and practices of modern urban planning.

Basic planning research, technical writing, urban design, and drafting techniques.

Skills to:

Perform mathematical calculations related to planning and statistical research.

Operate modern office equipment including computer equipment.

Ability to:

Learn City zoning regulations and planning policies.

Establish and maintain effective working relationships with coworkers and the general public.

Communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's Degree in urban planning, architecture, engineering, landscape architecture, geography or closely related field. Related technical planning experience may be substituted for the required education on a year-for-year basis.

Incumbents in the Planner I class may be promoted to the class of Planner II upon successful completion of the probationary period, recommendation of the appointing authority, and completion of a non-competitive qualifying examination.

Special Requirement(s):

Possession of a valid California Driver's License at time of appointment.

APPROVED: Signature on File
Director of Personnel Services

DATE: 06/10/16

MR/MA/po/08/II/87

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