CITY OF ST. HELENA

ASSISTANT/ASSOCIATE/SENIOR PLANNER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general supervision, learns to perform and performs professional land use and urban planning work, including current and advance planning, and implementation of the City’s General Plan; reviews complex zoning and development applications; presents projects to the Planning Commission; coordinates special projects; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Assistant Planner
The Assistant Planner is the entry level position in the professional planning series that allows the incumbent to develop journey level knowledge and abilities in the field of municipal planning. Initially, under immediate supervision, incumbents learn to perform and perform a variety of fundamental support activities in the area of current and advance planning. This classification is alternatively staffed with Associate Planner and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Associate Planner
The Associate Planner is the journey level class in the professional planning series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents in this position work independently in the research and analysis of planning issues and the preparation of planning reports, studies and recommendations.

Senior Planner
The Senior Planner is the advanced level class in the professional planning series in which incumbents are expected to independently perform responsible administrative and professional planning work; provide supervision to assigned staff engaged in performing duties in the research, compilation, analysis, and reporting of planning data; handle highly complex and critical planning assignments; and prepare planning reports, studies and recommendations. This classification is distinguished from the next higher classification of Director of Planning in that the latter is responsible for overall management of the Planning Division.

SUPERVISION RECEIVED/EXERCISED:

Assistant Planner
Receives general supervision from the Director of Planning. Incumbents in this class do not routinely exercise supervision.
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Associate Planner
Receives general supervision from the Director of Planning. May exercise functional and technical supervision over assigned Planning Interns or contract consulting personnel.

Senior Planner
Receives general supervision from the Director of Planning. Provides supervision to assigned staff and contract consulting personnel.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- Plans, organizes and conducts research studies; prepares reports and recommendations regarding land use, zoning regulations, urban design, population trends, transportation, community needs and housing; prepares environmental documents in compliance with the California Environmental Quality Act; recommends the use of land for residential, commercial, industrial and community uses.

- Maintains, updates and analyzes data required for community planning; participates in the review, development, revision and maintenance of general plan elements, environmental impact reports, plans, ordinances and other policies and procedures.

- Reviews and processes various plans and applications for subdivision, housing and commercial developments; reviews and processes variances, use permits and business licenses; determines conformity with laws, regulations, policies and procedures; recommends approval; identifies problems and analyzes alternatives; conducts project site checks.

- Provides information and assistance to developers, property owners and the public regarding laws, regulations, standards, policies and procedures related to the submission of plans, processing of applications and implementation requirements; investigates and responds to complaints of zoning code violations; performs site inspections; communicates and coordinates with other City departments and outside agencies; coordinates the development review process on public and private projects.

- Coordinates preparation of meeting agendas for various commissions, boards and community groups, including reviewing draft materials and preparing comments; organizes meetings and work sessions ensuring timely notification of appropriate parties; makes presentations and prepares material for the City Council, commissions, boards and community groups.

- Works with the Building Department to review building permit applications for compliance with the zoning regulations.

- Performs a wide range of staff assignments for the Planning Commission; may provide work coordination and project direction for other planning personnel and contract consultants.

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, city management, staff and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine...
coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS:  (The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:
Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Assistant/Associate/Senior Planner. A typical way of obtaining the required qualifications is to possess the equivalent of:

Assistant Planner
A Bachelor of Arts degree in urban or regional planning, or a related field. Some professional or para-professional experience in urban or regional planning is desirable.

Associate Planner
In addition to the above, two years of professional planning experience equivalent to that of an Assistant Planner with the City of St. Helena, or one year as Assistant Planner in the City of St. Helena.

Senior Planner
In addition to the above, two years of professional planning experience equivalent to that of an Associate Planner with the City of St. Helena, or one year as Associate Planner in the City of St. Helena. Master’s degree in urban planning and/or AICP Certification is desirable.

License/Certificate:
Possession of, or ability to obtain a valid Class C California driver’s license.

KNOWLEDGE/ABILITIES/SKILLS:  (The following are a representative sample of the Knowledge, Abilities and Skills necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the Assistant, Associate, and Senior levels.)

Knowledge of:
Modern principles, practices and techniques of current and advanced planning; land use, physical design, demographic, environmental, economic and social concepts as applied to municipal planning; statistical methods and research techniques applicable to the preparation of municipal planning studies; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations, including the City Municipal Code, the California Environmental Quality Act and California laws relating to subdivisions, annexations, zoning and land use; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and
writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**
Apply policies, procedures and standards pertaining to the municipal planning process; interpret maps, site and building plans and specifications, graphs and statistical data; attend evening meetings as required; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**
Operate an office computer and a variety of word processing and software applications including, graphic and presentation programs. Demonstrate writing, public speaking and problem solving skills.