



# CITY OF BANNING, CALIFORNIA

## Associate Planner

Job Code: 3020

FLSA

Exempt

Non-Exempt

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**JOB DEFINITION:** Under general supervision, performs a variety of duties associated with performing professional, current and/or advanced planning for the City of Banning.

**ESSENTIAL FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:** Conducts professional, current and/or advanced planning studies for the City of Banning. Collects and presents data and prepares reports regarding land use, zoning, urban design, population trends, transportation, housing, redevelopment and community service needs for City Council, Planning Commission and Community Development Director. Serves as a project leader for professional and technical personnel. Assists with work instruction or project direction of new staff members. Receives and processes site plan and rezoning permits, plan amendments, use permits, environmental clearance and business licenses. Reviews, investigates and processes plans and applications for subdivisions, housing and commercial developments. Determines conformity with laws, policies, regulations and procedures.

Identifies problems and alternative solutions for planning activities. Administers, interprets and enforces provisions of zoning codes and standards to potential applicants and public. Monitors status of development applications for acceptance to issuance of final permit and conducts periodic reviews of conditional permits. Provides information and assistance to developers, property owners and public. Assists with the review, development or revision of plans, environmental impact reports and ordinances. Compiles, analyzes and interprets data relating to environmental, social, economic, housing, community and demographic trends. Conducts field surveys and investigations.

Performs other duties as assigned or required.

### KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of municipal planning trends and concepts.
- Knowledge of statistical analysis and mathematical concepts related to planning.
- Knowledge of terminology, symbols, methods and techniques used in planning and map drafting.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

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City of Banning, California

CC Approved July 13, 2004

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REV: \_\_\_\_\_

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**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Planning, Business Administration, Public Administration or related field **AND** five (5) years of planning or zoning experience.

**ADDITIONAL REQUIREMENTS:** Must have at the time of application and must maintain a California driver license.