

# CITY OF BANNING, CALIFORNIA



## Assistant Planner

**Job Code: 3015**

**FLSA**

Exempt

Non-Exempt

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**JOB DEFINITION:** Under close supervision, to perform routine tasks and duties in assisting in developing long range land use plans, evaluating current land use requests, conducting various planning studies, and providing planning information to the public.

**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:**

Assists with work instruction or project direction of new staff members. Participates in the preparation of receiving and processing site and design plans, rezoning permits, plan amendments, use permits, environmental clearances and business licenses.

Under close supervision, to assist in providing planning information to the public, and developing long range land use plans, evaluating current land use requests, conducting various planning studies; to participate in training in order to acquire knowledge and skills relating to professional planning work; and to do other work as required.

This class is the entry level in the professional Planner series. Incumbents receive substantial training in the principles, methods, and procedures essential to professional planning activities. Incumbents work under close supervision and are generally given land use or transportation planning assignments of a more routine, less complex nature. Their work is initially subject to detailed and frequent review which lessens as they become more experienced. 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. Reviews, investigates and processes plans and applications for subdivisions, housing and commercial developments. Determines conformity with laws, policies, regulations and procedures. 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. Presents oral and written reports to the City Council, Planning Commission and other commissions/committees.

Performs other duties as assigned or required.

### **KNOWLEDGE and SKILLS:**

- Knowledge of basic purposes and functions of a planning department or transportation planning.
- Knowledge of basic research methods and elements of report writing; statistical methods and their uses.
- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- 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.
- Skill in gathering and analyzing data; reason logically, draw valid conclusions, and make appropriate recommendations
- Skill in reading and interpret land use maps.

**MINIMUM QUALIFICATIONS:** Graduation from a recognized college with a bachelor's degree, preferably with major coursework in Urban Planning or Public Administration or closely related field.

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