

## CITY OF FORT BRAGG JOB DESCRIPTION

**JOB TITLE:        ASSOCIATE PLANNER – PART-TIME**

**REPORTS TO:     Community Development Director**

**TYPE: Non-Bargaining**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not to reflect all duties performed within the job.*

### **POSITION SUMMARY:**

The Associate Planner is the advanced level classification in the planning series. With minimum supervision, incumbents in this class provide and perform responsible technical and professional planning work in a variety of functional planning service areas, are familiar with city planning regulations and policies and exercise considerable judgment in applying planning and research skills, organizing and setting priorities for work assignments and selecting work methodology for projects and assignments. The incumbent must be productive at reviewing and analyzing development applications; preparing staff reports for various committees and commissions; developing guidelines, policies, ordinances and procedures pertaining to land use planning and development; providing information regarding land use matters to the public; being the liaison with consultants, developers and staff of other agencies; investigating a wide variety of issues/activities for code compliance; and initiating, monitoring and completing code enforcement actions. Associate Planner is distinguished from Assistant Planner in that the latter is learning to perform the assigned duties while the former performs the duties at a journey-level with considerably more independence.

### **ESSENTIAL FUNCTIONS:**

*Essential functions may include, but are not limited to, the following:*

Use of hands for typing; reading and writing; giving and receiving oral instructions; oral communication with public; visual observation at meetings; ability to work long hours occasionally; driving motor vehicle.

### **TYPICAL DUTIES AND RESPONSIBILITIES:**

*Typical duties will include those of the Assistant Planner as well as, but not limited to, the following:*

#### **Current Planning**

- Acts as project manager for complex projects or applications that require specialized knowledge and/or experience in interpretation of land use and environmental policies and regulations.
  - Provides answers to questions from the public on the phone, in person, and in writing regarding City planning regulations and applicable statutes, regulations and procedures, planning program and projects.
  - Assists applicants through the permit process by: 1) coordinating and conducting comprehensive pre-application conferences; 2) preparing application completeness letters; 3) analyzing proposed project compliance with the General Plan, Land Use and Development Code, and Local Coastal Program; 4) working with applicants to address identified issues; and 5) developing special conditions to ensure that projects comply with applicable policies and regulations and 6) preparing staff reports for the Planning Commission to review for consideration of permits.
  - Reviews data and information received from other agencies and incorporates data/information into report recommendations and/or environmental documents.
  - Prepares detailed staff reports for projects of varying complexity for presentation and recommendation to the Planning Commission, City Council and/or Community Development Director.
  - Prepares and processes Negative Declarations, Mitigated Negative Declarations, and CEQA notices, and assists with other environmental documents (Environmental Impact Reports, Environmental Assessments, Environmental Impact Studies, etc.).
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- Coordinates activities of the Technical Advisory Committee for review and approval of community events (parades, run/walks, fairs, etc.).
- Reviews building permit and business license applications to determine consistency with zoning regulations.
- Prepares and issues notices of action and permit documents.
- Monitors construction sites and ensures compliance with mitigation measures and special conditions of permits.
- Maintains complete current planning applications files.
- Writes requests for proposals to secure consultant contracts for special studies or reports and manages consultants.
- Writes land use and environmental policies and regulations for inclusion in city ordinances, resolutions, general plan, or environmental guidelines.
- Acts as a technical resource to staff within the Department and throughout the City.
- Prepares detailed staff reports for projects of substantial complexity for presentation and recommendation to the Planning Commission, City Council and/or Community Development Director.
- Coordinates activities of the Technical Advisory Committee for review and approval of community events (parades, run/walks, fairs, etc.).

### **Code Enforcement**

- Conducts field inspections and investigations of planning projects to assure compliance with applicable codes, laws, and specifications.
- Enforces zoning rules and regulations; activities include phone contact with code complaint lodgers, phone contact with code violators, preparation of letters to enforce the code, follow up with additional letters and fines for code enforcement.
- Maintains code enforcement files and database.

### **Long Range Planning**

- Writes requests for proposals to secure consultant contracts for special studies or reports. Manages consultants work product and billing.
- Manages consultants, compiles and analyzes information and data, and prepares draft reports on basic planning topics.
- Reviews and makes recommendations regarding General Plan amendments and zoning changes.
- Assists other Community Development Department staff in the development of, and revisions to major planning documents such as the General Plan, Local Coastal Program, environmental documents, specific plans, transportation plans, and related topics.
- Conducts studies and prepares basic planning reports.
- Prepares maps, charts, and other graphic information for presentations and/or reports concerning planning matters with the City's GIS system.
- Performs advanced research and compiles data to implement a comprehensive plan or other programs, or for preparation of staff reports for planning studies.
- Serves as liaison with consultants, developers and staff of other agencies relative to planning and code compliance matters.

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### **General Activities**

- Attends and participates in community meetings, City Council meetings, and Planning Commission meetings as directed by the Community Development Director.
- Prepares and presents staff reports and environmental documents to decision-makers at community meetings, City Council meetings and Planning Commission meetings; assists other staff in making formal presentations on land use and environmental policies and regulations at public meetings.
- Reviews professional journals and periodicals and legislation to keep informed of regulatory changes.
- Performs other related duties as assigned.

### **MATERIALS, EQUIPMENT AND TOOLS:**

Computer terminal, keyboard, personal computer programs such as Windows word processing, Microsoft Word and Excel, GIS, ParcelQuest, InDesign, Adobe Illustrator, PowerPoint, etc.

### **DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Modern principles, practices, and techniques of current and advanced urban and regional planning; land use, physical design, demographics, environmental review, and economic and social concepts as applied to city planning;
- Statistical methods and research techniques applicable to the preparation of City planning studies;
- Applicable federal, state and local laws, codes, and regulations, including the City zoning regulations, the City General Plan, the California Environmental Quality Act, California laws relating to subdivisions, annexations, zoning, and land use, the Coastal Act, and other laws and regulations pertaining to local and regional land use planning and development permitting activities.
- Methods and techniques of scheduling and completing work assignments on time;
- Standard office procedures (such as methods and techniques for record keeping and report preparation and writing), practices, and equipment (including a computer and applicable software);
- Oral and written presentations skills including knowledge of proper English, spelling, and grammar;
- Occupational hazards and standard safety practices.

#### **Ability to:**

- **Work effectively and productively:** Organize, prioritize, and follow up on work assignments, work independently and as part of a team, and make sound decisions within established guidelines; organize work and priorities to meet deadlines; work on a variety of multiple projects at the same time with various deadlines, and complete quality work in a timely manner. Follow written and oral directions; record and maintain information for future access. Establish and maintain effective working relationships with coworkers and the public. Attend evening and weekend meetings as required. Effectively use Microsoft and Adobe programs.
- **Communicate effectively** both orally and in writing. Prepare clear and accurate reports, including staff reports, policies, ordinances/resolutions, and correspondence using clear writing with correct grammar, spelling, and punctuation. Interpret, explain, and describe applicable laws, codes, and regulations to others; prepare and present public presentations before decision-making bodies and the public.
- **Learn, Analyze and Resolve Problems:** Learn, understand and apply policies, procedures, and standards pertaining to the municipal planning process, including various Federal, State, regional and local planning laws and regulations; identify and analyze complex issues and/or problem situations, establish priorities of action and take appropriate steps to resolve those problems identified. Read, understand and interpret site and building plans, architectural drawings, topographical maps, charts and graphics used in planning and community development activities; compile and analyze relevant

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information and draw valid conclusions to develop recommendations to resolve issues; perform basic math computations.

### **MINIMUM EDUCATION/ EXPERIENCE:**

Bachelor's degree from an accredited college or university, including 15 semester units or 22 quarter units of course work in urban/rural and regional planning, environmental studies, or life, physical, or social sciences; and three years of professional experience in land use planning, planning policy development, and/or environmental review and analysis.

License: possession of a valid Class C or higher California driver's license.

### **DESIRABLE EXPERIENCE/EDUCATION:**

Master's degree in urban/rural or regional planning, environmental studies, landscape architect, architecture; and more than three years professional experience in urban/rural and regional planning, planning policy development, or environmental review and analysis. Work experience with a coastal city government is highly desirable.

### **PHYSICAL REQUIREMENTS:**

Constant sitting in office chair, keyboarding and visual contact with computer terminal; frequent walking, standing, writing, bending, and reaching; occasional lifting of items weighing less than 30 pounds, reaching and lifting above shoulders, carrying boxes of materials from one building to another, driving motor vehicle, climbing flights of stairs.