



**Department:** Development Services  
**Prepared By:** Carla L. Thompson

**FLSA Status:** Exempt  
**Prepared Date:** March 2016

**JOB TITLE:** Associate Planner

**SUMMARY:**

Under general direction, provides assistance to developers, contractors, appraisers, property owners, regulatory agencies and the general public regarding development projects in the City; serves as project manager on moderately complex long-range and current planning projects; prepares environmental documents pursuant to the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA); processes building and planning permits; staffs the City's Technical Advisory Committee and coordinates project review with City departments and applicable outside agencies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:**

- Researches and responds to inquiries from developers, contractors, appraisers, property owners, regulatory agencies and the general public regarding the City's General Plan, Zoning Code, planning law and policies, various municipal codes, design review and development standards, floodplain development, and permitting requirements for land use and building construction.
- Serves as project manager on routine projects on a wide range of current and advanced planning applications and ensures that development permits are processed in a timely manner and in accordance with established procedures, state laws, and local ordinances governing land use development. Assists customers by coordinating issues or conflicts with other City Departments.
- Assists with complex long-range and current planning projects, such as performing research and analysis pertaining to the General Plan, area plans, grant programs, related municipal codes and policies.
- Staffs the City's Technical Advisory Committee for the purpose of providing and receiving information regarding projects and proposals. Coordinates project review with the Shasta Lake Fire Protection District and applicable outside agencies to determine development and permit requirements; consolidates written responses to applicants.
- Determines the application of codes and policies in complex situations. Ensures uniform application of the appropriate codes, and policies.
- Determines the required level of environmental review for development projects pursuant to the California Environmental Quality Act (CEQA) and National



Environmental Policy Act (NEPA). Prepares initial studies, categorical exemptions, negative declarations, environmental assessments, findings of no significant impact, mitigation measures, and related CEQA/NEPA documents. Performs mitigation monitoring and enforcement of mitigation requirements.

- Develops and evaluates the conclusions of initial studies, mitigated negative declarations, and environmental impact reports, and uses the evaluation to formulate a recommendation on projects; monitors project compliance with environmental document mitigation measures and conditions of approval.
- Ensures that development proposals conform to the City General Plan and other applicable plans and regulations.
- Develops recommendations to the Planning Commission and City Council concerning development projects and programs. Contacts officials of state and federal agencies for assistance with such programs as required.
- Conducts site visits and investigations pertaining to planning projects.
- Reviews commercial, industrial and residential land use and development proposals, building permit applications and site plans to ensure conformance with City building and zoning codes, development standards and other applicable sections of the City's Municipal Code.
- Interprets and explains legal, technical and procedural aspects of planning projects and programs to agencies and members of the public.
- Prepares staff reports, statistical reports, special research studies, maps, tables, charts, legal notices, map exhibits, environmental reports, resolutions and ordinances concerning zoning, subdivisions, use permits and design review.
- Makes presentations to the Planning Commission and City Council related to building and planning projects.
- Participates in consultant selection for various development projects; prepares Professional Service Agreements and monitors contracts for private consultants.
- Assists with enforcement of various sections of the Municipal Code and other local regulations and policies.
- Assists with the preparation of grant applications for housing, public works and planning projects; ensures environmental review is completed pursuant to grant guidelines.
- Performs other duties as required.
- Principles and practices of urban planning and design.
- Federal, state and local planning and zoning laws and regulations, including the State Planning Act and Subdivision Map Act.
- California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) requirements for environmental review.
- State and local regulations and ordinances pertaining to building construction.



- Statistical and research methods as applied to the collection, analysis and presentation of planning data and information.
- Perform related duties as assigned.

#### **OTHER JOB EXPECTATIONS:**

- Consistently meets agreed upon or assigned tasks and/or project deadlines.
- Demonstrate accuracy, attention to detail, and effectiveness in completion of work.
- Maintains appropriate level of written and verbal communication skills necessary to perform the job and be effective/productive with employees, supervisors, and the public.
- Adheres to the rules and regulations to ensure safety standards are met.

#### **MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree from a four-year college or university with major course work in urban planning, public or business administration or related field.
- Excellent oral and written communication skills.
- Problem solving and conflict resolution practices and techniques.
- Department operations, policies and objectives of assigned programs.
- Principles of training and work direction.
- Personal computers and software programs, particularly Microsoft Outlook, Word, Excel and GIS.
- Work independently without close supervision.
- Prioritize work and meet schedules and timelines.
- Deal tactfully with the public.
- Establish and maintain effective working relationships.
- Read, understand, apply and explain building and zoning codes, applicable municipal codes, environmental laws and regulations.
- Explain and enforce policies and regulations.
- Execute thorough attention to detail and follow projects through to completion.
- Prepare accurate project documentation.
- Keep up-to-date on knowledge of regulations.
- Prepare and deliver oral presentations to the Planning Commission and City Council.
- Prepare comprehensive reports, maps, plans, charts and tables.



**PREFERRED QUALIFICATIONS AND EXPERIENCE:**

- Three years of increasingly responsible experience in local government or closely related field and a broad knowledge base in the areas of development, planning, environmental review or related fields.

**REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- Valid California driver's license.
- American Institute of Certified Planners (AICP) certification highly desirable.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

**PHYSICAL DEMANDS:**

- Sitting, standing, walking, climbing, grasping, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving. Ability to occasionally lift/move 25 pounds.
- High pressure in assisting public, staff, and elected officials. Ability to interpret and explain actions to the public and City staff/elected officials.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

- Generally indoors in a temperature controlled office.
- Noise level is usually moderate.
- Verbal, face-to-face contact, email, and telephone.
- Required to attend evening meetings.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.