

# CITY OF EAST PALO ALTO

## CLASSIFICATION SPECIFICATION

**CLASS TITLE:** ASSISTANT PLANNER                      **CLASS CODE:**  
**DEPARTMENT:** COMMUNITY DEVELOPMENT      **FLSA STATUS:** N/E  
**DIVISION:** PLANNING                                      **BARGINING GROUP:** SEIU  
**REPORTS TO:** Planning Manager

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*This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.*

### **DEFINITION**

To perform entry-level work in the field of current and/or comprehensive planning; and to provide information and assistance to developers, the business community and the public on land use planning, housing, and development related matters.

### **JOB SUMMARY**

This job reports directly to the Planning Division Manager or the Senior Planner. Under general direction, and receives occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### **DISTINGUISHING CHARACTERISTICS**

This classification is the entry-level class within the Planner series. This class is distinguished from the Associate Planner by the performance of the more routine tasks and duties assigned to incumbents in this series including proposal and application review, report preparation and a high degree of public interaction. Typically, incumbents may have completed a college degree in the field or related field and have limited or no experience in the planning field.

### **ESSENTIAL FUNCTIONS**

*This reflects essential responsibilities of this classification; however, all responsibilities may not be performed by all incumbents.*

- Confer with and advise architects, builders, attorneys, contractors, engineers and the general public regarding City development policies and zoning standards.
- Accept applications for development; enter data into a computer; check commercial, industrial and residential development plans to determine compliance with requirements.
- Review development proposals and applications for compliance with appropriate regulations and policies; prepare reports on recommendations.
- Prepare initial studies and other documents related to the environmental review process associated with proposed development; ensure compliance with California Environmental Quality Act (CEQA).
- Prepare staff reports for the Planning Commission, various committees and advisory boards as directed; undertake research; prepare reports and maps.
- Collect record and summarize statistical and demographic information; establish and maintain a comprehensive database; research and draft various ordinances for review.
- Carry out research, write specialized reports and correspondence, and record pertinent information about historically and architecturally significant resources,
- Answer questions and provides information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints' concerning the City's planning function.
- Prepare requests for proposals for outside contractors; draft and administer contracts of outside consultants; oversee the maintenance of consultant schedules; oversee consultant records and invoices; review and approve invoices for payment.
- Perform site visits of proposed projects; survey neighborhoods for land uses.

- Research and prepare a variety of documents, briefs, and correspondence on planning activities.
- Attend a variety of meetings as required.
- Make public presentations and present oral reports on planning information and activities.
- Perform related duties and responsibilities as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

- Basic principles and practices of urban planning and development.
- Site planning and architectural design techniques and methods.
- Computer functions, including basic word document and spreadsheets software.
- Technical report writing.
- Laws, general plans, zoning, land divisions, and related public meeting and records laws.
- Federal and State environmental laws and regulations.
- Current literature, information sources and research techniques in the field of urban planning.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Modern office methods, practices, procedures and computer equipment.

### **Skills**

- Planning and organizing, assignments and work.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate policies, procedures and protocols.
- Using mathematics.
- Communicating clearly and effectively, both orally and in writing.
- Bilingual skills would be desirable.
- Preparing clear and concise reports, correspondence and other written materials.

### **Abilities**

- Ability to interpret planning and zoning regulations to the general public.
- Ability to establish and maintain effective working relationships with a variety of individuals
- Ability to analyze and compile technical and statistical information.
- Ability to respond to difficult and sensitive public inquiries.
- Ability to prepare and present technical reports.
- Ability to perform journey level plan checking activities.
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
- Ability to perform the essential functions of the classification.

## **MINIMUM QUALIFICATIONS REQUIRED**

### **Education:**

Bachelor's Degree from an accredited college or university with a major course work in Planning, Geography, Public Administration, Business Management or a closely related field.

### **Experience:**

No experience required.

### **Licenses and/or Certifications:**

- Valid California Class C Driver's License or higher and a good driving record.

## **DESIRED QUALIFICATIONS**

City of East Palo Alto Job Descriptions:  
Assistant Planner

- Master's Degree from an accredited college/university in City Planning, Architecture, Public Administration or two years progressively responsible related experience.

**MATERIAL AND EQUIPMENT USED**

General office equipment including fax, computer, printer, passenger vehicle, regular/cell telephone, pager, computer, camera audio/visual equipment.

**PHYSICAL REQUIREMENTS**

While performing the essential Functions of this classification the employee is frequently required to stand, walk, sit; reach with hands and arms; use manual dexterity to operate machinery/tools' handle, seize, hold or otherwise work with hands', and/or balance; stoop, kneel, crouch, or crawl; speak and hear, and climb flights of stairs.

**WORKING CONDITIONS**

While performing the essential functions of this classification the employee is exposed to a normal office environment with little exposure to outdoor temperatures, or dirt and dust. Field work is also required.

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***NOTE:*** Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.