

# CITY OF SAN JUAN CAPISTRANO

## ASSOCIATE PLANNER

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

### **DEFINITION**

To perform a variety of general professional planning functions including conducting studies, analyzing data and preparing content for reports to be used on current and long-range projects; to provide customer service to the public; to coordinate all activities related to assigned projects; and to provide information and assistance to developers, the business community and general public regarding planning and development related matters.

### **DISTINGUISHING CHARACTERISTICS**

This is the journey level class within the Planner series. Employees within this class are distinguished from other Planner level(s) by the performance of the full range of general or journey-level duties as assigned including assuming responsibility for portions of advanced planning projects, participation and support of planning projects and preparation of significant sections of planning reports. Employees at this level receive instruction or assistance as new or unusual situations arise, and are fully aware of most operating procedures and policies of the work unit.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Planning Director or senior Planning staff.

**ESSENTIAL FUNCTION STATEMENTS** *Essential responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Performs professional level planning functions including conducting portions of planning studies, analyzing data and preparing sections of reports on assigned current and occasionally long range planning projects.
2. Coordinates planning activities with other departments, divisions and outside agencies and organizations and provides related assistance as required.
3. Provides customer service at the Planning Department's public counter; receives and reviews development proposals and applications and zoning and variance requests; reviews proposals and applications for compliance with appropriate regulations and policies; recommends modifications for review and final approval by senior staff as appropriate.
4. Conducts a variety of current planning studies; researches, analyzes and interprets social, economic, land use and population data; identifies trends; prepares major sections of written reports and provides recommendations on planning activities; may participate in or support the delivery of presentations to the Planning Commission and City Council.
5. Assists in preparing agendas and reports on development applications for presentation to various commissions and committees; researches and analyzes portions of development proposals.

**CITY OF SAN JUAN CAPISTRANO**  
**Associate Planner (Continued)**

6. Confers with senior Planning staff and advises developers, contractors and the general public on acceptable site plans; reviews building plans, parcel maps, tract maps and subdivision proposals; reviews for compliance with regulations and ordinances; recommends modifications for approval by senior staff; drafts Municipal Code amendments for review and approval by senior Planning staff.
7. Explains planning and zoning regulations and upcoming planning projects; responds to and resolves public complaints and inquiries.
8. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of urban planning.
9. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- Operations, services and activities of an urban planning program.
- Principles and practices of urban and regional land use planning.
- Site planning and architectural design techniques and methods.
- Principles and practices of historic preservation.
- Methods and techniques of research and analysis.
- Principles of business letter writing and basic report preparation.
- Current literature and recent developments in the field of planning and zoning.
- Pertinent Federal, State and local laws, codes and regulations.

**Skill in:**

- Interpreting and explaining planning and zoning ordinances and regulations.
- Analyzing and compiling technical and statistical information.
- Preparing clear and concise analytical reports.
- Interpreting, explaining and enforcing local, State and Federal laws and regulations.
- Interpreting planning and zoning policies to the general public.
- Responding to difficult and sensitive public inquiries.
- Understanding and carrying out oral and written directions.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining cooperative relationships with those contacted in the course of work.

**EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three years of experience in regional or urban planning in a public agency environment.

**Training:**

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in planning, architecture, political science, public administration, or a related field.

**Licenses or Certifications:**

- Possession of, or ability to obtain, an appropriate, valid driver's license.

**CITY OF SAN JUAN CAPISTRANO**  
**Associate Planner (*Continued*)**

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment with occasional field inspections.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time.