

## CITY OF SAN JUAN CAPISTRANO

### ASSISTANT 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 general planning functions involving conducting studies, analyzing data and preparing reports on current and long-range projects; to provide a high level of customer service to the public and process entitlements through the various Committees, Commissions, and City Council; to coordinate activities related to assigned project; and to provide information and assistance to developers, the business community and the public on planning and development related matters.

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry level class within the Planner series. Employees within this class are distinguished from the Associate Planner by the performance of a smaller range of duties as assigned. Employees at this level receive regular instruction or assistance, and are learning / becoming aware of the operating procedures and policies of the work unit.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Planning Director.

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

#### **Essential Functions:**

1. Performs general planning functions involving conducting studies, analyzing data and preparing reports on current and long range planning projects.
2. Assists in the coordination of planning activities with other departments, divisions and outside agencies and organizations and provides assistance where needed.
3. Provides customer service at the Planning counter.
4. Under general supervision, receives and reviews development proposals and applications and zoning and variance requests; learns compliance standards with appropriate regulations and policies; recommends modifications as appropriate.
5. Conducts a variety of current and long-range planning studies; researches, analyzes and interprets social, economic, land use and population data; identifies trends; prepares written reports and make recommendations on planning activities.
6. Processes environmental documents; assists in preparing agendas and reports on development applications for presentation to various commissions and committees.
7. Learns to confer with and advise developers, contractors and the general public on acceptable site plans; reviews building plans, parcel maps, tract maps and subdivision proposals; learns compliance with regulations and ordinances.
8. Observes senior staff making public presentations; learns to explain planning and zoning regulations, and upcoming planning projects; responds to and resolves complaints and inquiries.

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9. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of urban planning.
10. 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 underlying general plans, environmental matters, zoning and land division.

**Skill in:**

- Interpreting and explaining planning and zoning ordinances and regulations.
- Analyzing and compiling technical and statistical information and preparing reports.
- Preparing clear and concise analytical reports.
- Interpreting planning and zoning programs for the general public.
- Understanding and carrying out oral and written directions.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining cooperative working 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:**

One year of experience in regional or urban planning in a public agency.

**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.

**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.