

PLANNER I

DEFINITION

Under general supervision, to perform professional planning assignments in the Planning Department of the County Land Use Agency; to perform technical reviews of land use and permit applications; to participate in planning studies, environmental reviews, community design, and general plan preparation; to assist with planning policy formulation and implementation; to explain ordinances, resolution, regulations and County policies to the public; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the professional Planner class series. Incumbents receive relatively close supervision while performing basic planning assignments. This class differs from the next higher level of Planner II in that incumbents have greater decision-making latitude and more independent responsibilities in performing job assignments. An incumbent who, at the Planner I level, demonstrates sound work habits and the ability to perform independent assignments may expect promotion to the Planner II level, when the requisite experience has been gained.

REPORTS TO

Planning Director.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

Gathers data and information for planning studies and long range planning policy development; assists with preparation and implementation of general plan elements, ordinances, and amendments; conducts research and performs data analysis; reviews and processes all types of land use planning projects; makes field trips and investigations pertaining to planning projects; investigates and processes complaints regarding zoning violations; assists with the preparation and review of environmental documents; develops conditions of approval and mitigation measures; conducts mitigation monitoring of projects; assists with the implementation of general plan amendments and specific planning requirements; performs basic review of site development and building plans; prepares and presents staff reports on routine items for the Planning Commission and Board of Supervisors; prepares public hearing notices; prepares or assists with the preparation of maps, tables, charts and graphic presentations; attends meetings outside normal working hours; answers public inquiries regarding planning issues, permit procedures, and zoning; and does related duties as assigned.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, techniques, and knowledge of land use planning.
- Laws, regulations, and ordinances governing planning, zoning, and land use.
- Current trends in land use planning and community design.
- Research and statistical methods.
- Environmental impacts of changes in land use.
- Graphic illustration and presentation.
- Basic drafting.
- GIS.

Ability to:

- Assist with planning studies and environmental reviews.
- Collect, compile, and analyze technical, statistical, and other information related to land use planning.
- Assist with the preparation of planning and zoning reports.
- Write clear and concise reports and letters.
- Adjust to pressures of meeting deadlines and changes in workload.
- Read and understand maps, laws, ordinances, general plan elements, environmental impact statements, and other documents related to community planning and land use.
- Give and follow written and oral instructions.
- Operate a personal computer and use appropriate software in the performance of professional planning work.
- Effectively represent the Planning Department and the Land Use Agency in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.
- Safely operate a motor vehicle.
- Attend meetings outside normal working hours.

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

Equivalent to graduation from a four (4) year college or university with major work in planning, or a closely related field. (Experience equivalent to that of a Planning Technician with Amador County may be substituted for the required experience on a year-for-year basis.

Special Requirements: Possession, at the time of application, of a valid and current California Driver's License issued by the Department of Motor Vehicles and maintain acceptable driving throughout employment.