

## PLANNER II

### DEFINITION

Under direction, performs professional planning duties, including a variety of assignments in the preparation and presentation of planning reports; represents the County Planning Department before groups and organizations as directed; conducts special research projects; performs technical reviews of land use and permit applications; prepares environmental assessments and documents; assists with planning policy formulation and implementation; explains and interprets ordinances, resolutions, regulations and County policies to the public; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

This is the intermediate level in the professional Planner class series. Incumbents perform a variety of professional planning work with minimal guidance and supervision. Incumbents have greater decision making latitude and work independence than the Planner I position. However, they do not exercise the independent judgment or perform the specialized assignments of a Planner III.

### REPORTS TO

Planning Director

### CLASSIFICATIONS DIRECTLY SUPERVISED

None

### EXAMPLES OF ESSENTIAL DUTIES

- Researches, reviews and analyzes information and data for the preparation of planning studies and reports on both current and long range issues
- Researches and recommends General Plan policies and zoning ordinances
- Reviews and processes all types of land use planning projects
- Assists with the preparation and review of environmental documents
- Prepares and implements general plan elements, ordinances, and amendments
- Makes field trips and investigations pertaining to planning projects
- Investigates and processes complaints regarding zoning violations
- Prepares and presents staff reports for the Planning Commission and Board of Supervisors
- Develops conditions of approval and mitigation measures
- Conducts mitigation monitoring of projects
- Reviews site development and building plans
- Prepares public hearing notices
- Prepares maps, tables, charts and graphic presentations

- Attends meetings outside normal working hours
- Answers public inquiries regarding planning issues, permit procedures, and zoning

**SKILLS, KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Purposes and procedures of governmental planning agencies, boards, and governing bodies
- Laws, regulations, and ordinances governing planning, zoning, and land use
- Principles, techniques, and trends of land use planning and environmental assessment
- Research and statistical methods
- Environmental impacts of changes in land use
- Graphic illustration and presentation
- Basic drafting
- GIS

Ability to:

- Perform a variety of planning studies and environmental reviews
- Collect, compile, and analyze technical, statistical, and other information related to land use planning
- Write clear and concise planning, zoning reports and letters
- Read and understand laws, ordinances, general plan elements, environmental impact statements, and other documents related to community planning and land use
- Operate a personal computer and use appropriate software in the performance of professional planning work
- Adjust to pressures of meeting deadlines and changes in workload
- Give and follow written and oral instruction
- 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
- Write planning laws, policy guidelines, and ordinances
- Draw and interpret maps, diagrams and site plans
- Establish and maintain cooperative working relationships
- Safely operate a motor vehicle
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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 primarily performed in an office; occasionally works outside; continuous contact with staff and the public.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE**

Any combination of education, experience, and training that would likely provide the required knowledge and abilities for acceptable job performance may be considered. A typical way to obtain the required knowledge, skills and abilities would be:

A Bachelor's degree from an accredited college or university with major course work in regional or city planning, environmental studies, geography, architecture, or closely related field;

AND

Two (2) years of responsible experience in governmental or similar land use planning work equivalent to a Planner I with Amador County.

**SPECIAL REQUIREMENTS**

- Possession of a valid California Driver's License issued by the Department of Motor Vehicles and maintain acceptable driving record throughout employment.