

## **PLANNER III**

### **DEFINITION**

Under direction, to perform a variety of the more difficult, complex, and specialized assignments in the preparation and distribution of planning reports; to represent the County Planning Department with groups and organizations as directed; to perform technical reviews of land use and permit applications, environmental impact reports, and environmental statements; to assist with planning policy formulation and implementation; to explain ordinances, resolutions, regulations and County policies to the public; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the most advanced working level in the professional Planner class series. Incumbents perform a variety of the most complex and specialized professional planning work with minimal guidance and supervision. They may be assigned to represent the Planning Department on standing committees.

### **REPORTS TO**

Planning Director.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

May provide some lead direction and project coordination for other staff.

### **EXAMPLES OF DUTIES**

Researches, reviews, and analyzes information and data for the preparation of planning reports on both current and long range issues; reviews and processes all types of land use planning projects; prepares environmental assessments in compliance with the California Environmental Quality Act; prepares and/or reviews environmental documents; prepares public hearing notices;

prepares maps, tables, charts and graphic presentations; makes field trips and investigations pertaining to planning projects; develops conditions of approval and mitigation measures; prepares and implements general plan elements, ordinances, and amendments; conducts mitigation monitoring of projects; investigates and processes complaints regarding zoning violations; serves on committees as assigned; reviews site development and building plans; prepares and presents staff reports for the Planning Commission and Board of Supervisors; attends meetings outside normal working hours; answers public inquiries regarding planning issues, permit procedures, and zoning; and does related duties as assigned.

## **PLANNER III - 2**

### **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:

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

#### Ability to:

- Perform a variety of the most complex planning studies and environmental reviews.
- Perform special assignments representing the Planning Department on committees as delegated.
- Collect, compile, and analyze technical, statistical, and other information related to public planning.
- Prepare comprehensive and concise planning and zoning reports.
- Read and understand maps, 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.
- 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.

### **PLANNER III - 3**

- Attend meetings outside normal working hours.
- Safely operate a motor vehicle.

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:

Two (2) years of responsible experience in public planning work equivalent to a Planner II with Amador County.

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 record throughout employment.