

**CLASSIFICATION**  
**FEBRUARY 2017**

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**Definition:** Under general direction, performs professional tasks related to municipal planning, zoning, housing, economic development and environmental analysis; researches and analyzes a variety of planning data; prepares various studies and recommendations; prepares and reviews environmental documents; reviews development and subdivision proposals, building plans, permits, and parcel maps; works with developers, architects, attorneys, and the public regarding City standards and policies; may serve as staff to various Commissions and/or committees; and does related work as required.

The Assistant Planner classification is distinguished from higher level positions by the nature of the work as entry level, of lesser scope, and/or moderately difficult and complex assignments. The incumbent may work independently with supervision or as part of a team.

**Supervision Exercised and Received:** General direction is received from the Director of Community Development and other Planners. Direct supervision and supervision through secondary managers may be provided with specific project assignments in the Community Development Department.

**Essential and Important Duties:**

- Conducts assigned planning projects involving land use, populations, structures, economic activities, housing, transportation, environmental and related subjects; conducts research, and confers with applicants, interested parties, and agency representatives to identify problems and opportunities.
- Analyzes data with respect to relevant laws, ordinances, regulations, and policies; determines methods to reconcile project conflicts with local and state law.
- Prepares professional staff reports of summarized data, conclusions and recommendations; makes oral presentations to the public and elected and appointed decision makers.
- Receives and reviews planning applications; coordinates review with various City and outside agencies; may lead a team on complex applications and long range planning projects; responds to inquiries both orally and in writing; interprets planning policies, state laws and local ordinances, within established parameters; explains City procedures in person, over the phone and in writing.
- Drafts resolutions, findings, ordinances and amendments to them, and California Environmental Quality Act documents.
- Prepares and oversees the preparation of graphs, charts and other displays.
- Provides information on city, regional and state environmental, zoning, and subdivision requirements to consultants, developers, property owners and the general public.
- Works extensively on the computer to manage current planning case-loads, produce written documents, prepare maps and graphics, analyze data, create graphics, research on the Internet, and communicate with others through e-mail.
- May administer contracts and oversee the work of consultants.
- May provide staff support to city agencies, commissions or ad-hoc advisory groups.
- Performs duties consistent with the City's commitment to exceptional customer service.

**Minimum Qualifications:**

**Knowledge of:** Mapping and drafting techniques involved in planning. Design and plan review techniques. Principles, practices and purpose of municipal planning; CEQA; state planning law; subdivision map act; site and project design review; nomenclature, symbols, methods, practices,

techniques and instruments used in planning, drafting and 5 mapping; statistics and statistical analysis as applied to land use, transportation, zoning and master plan studies; principles and techniques of developing and maintaining a master plan; site planning and architectural design; laws and other regulations relating to municipal planning; knowledge of or capacity to learn Geographic Information System software, database software, and graphics software.

**Ability to:** Operate personal computers and utilize planning applications; analyze and compile statistical, economic and technical data; read, understand and apply state laws, local ordinances and guidelines to permit applications; prepare well written reports and oral presentations; establish and maintain effective working relationships with other employees, developers and the public; read and interpret architectural and construction plans; communicate clearly, concisely and tactfully with a variety of audiences; learn, retain and apply knowledge of laws and ordinances.

**Skills in:** Collecting, analyzing, and interpreting data pertaining to planning and zoning situations; applying urban, environmental, housing, zoning, and transportation planning principles and methods to local problems; establishing and maintaining effective working relationships with others; communicating effectively, orally and in writing; understanding and interpreting maps, plans, building elevations, specifications, and legal descriptions; creating word processing documents, sending e-mails, and researching topics on the Internet.

**Education:** Graduation from a four-year college or university with major course work in city or regional planning, urban planning, public policy or a closely related field .

**Experience:** Minimum two years municipal experience as a current planner. Some experience can be substituted by a Masters Degree.

**License:** Possession of a valid California Driver's License and a satisfactory driving record, as determined by the City.

**Special Requirements:** Speak clearly and understandably; operate standard computer programs. Ability to travel to various locations within and outside the City of Millbrae to meet program needs and fulfill the job responsibilities. When driving on City business, maintenance of a California driver's license and satisfactory driver's record is required. Must be able to actively participate in evening meetings. Other Requirements: Must have the willingness and ability to: work the hours necessary to accomplish the assigned duties, including evening and week-end hours; attend evening meetings; travel out of town and attend workshops, conferences, seminars during work and non-work hours.