

**CITY OF MILLBRAE
CLASSIFICATION SPECIFICATION**

ASSISTANT PLANNER
April 2019

DEFINITION

Under general supervision, performs a variety of professional planning work related to municipal planning, zoning, housing, economic development, and environmental analysis; researches and analyzes a variety of planning-related data and information; 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 assigned.

DISTINGUISHING CHARACTERISTICS

Assistant Planner is the entry and first working level in the Planner class series. Incumbents learn and perform a wide range of the planning functions. This classification is distinguished from the Associate Planner because the Associate Planner performs more complex work more independently.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from supervisory or management staff in Community Development Department.

DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- 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; processes use permits, business licenses, and re-zoning and subdivision variances;
- 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; prepares staff analysis and reports regarding land use applications;
- Attends and makes presentations to the Planning Commission, City Council, other commissions, and the public;
- Receives and reviews planning applications; coordinates review with various City and outside agencies; assists with the creation and revision of plans and related documents; 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 plans and related documents; prepares and oversees the preparation of graphs, charts, and other displays;
- Ensures that all public and private development proposals have been properly reviewed and noticed under California Environmental Quality Act (CEQA) and State Law;
- Provides information on City, regional, and State environmental, zoning, land use, development standards, and subdivision requirements to consultants, developers, property owners, and the

general public;

- Works extensively on the computer to manage current planning caseloads, produce written documents, prepare maps, 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 serve as a liaison with other City departments on large development projects;
- May provide a variety of support to the department, other city agencies, commissions, or ad-hoc advisory groups; and
- Performs related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of: Mapping and drafting techniques involved in planning; design and plan review techniques; principles, practices, and purpose of municipal planning; laws and regulations related to City planning, including CEQA, State planning law, and subdivision map act; site and project design review techniques and requirements; nomenclature, symbols, methods, practices, techniques, and instruments used in planning, drafting, and 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; basic knowledge of Geographic Information System (GIS) software, database software, word processing software, spreadsheets, and graphics software.

Ability to: Learn to research, interpret, and apply local, State, and Federal laws and codes; collect, analyze, and interpret data pertaining to planning and zoning situations; learn and apply urban, environmental, housing, zoning, and transportation planning principles and methods to local problems; establishing and maintaining effective working relationships with others; communicate effectively, orally and in writing; learn to read, understand, and interpret maps, plans, building elevations, specifications, and legal descriptions; operate personal computers and utilize planning applications and software used in office environments; 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; make effective presentations in public meetings in a clear and concise manner; establish and maintain effective working relationships with other employees, policy makers, developers, and the public; read and interpret architectural and construction plans; participate in project development.

EDUCATION AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

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. Master's degree in a related field is highly desirable.

Experience: One (1) years of experience as a current planner.

Licenses: 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 weekend hours; attend evening meetings; travel out of town and attend workshops, conferences, and seminars during work and non-work hours.