



City of Greenfield

ASSISTANT PLANNER

Job Title:	Assistant Planner
Department:	Community Development Department – Building Division
Reports to:	Community Development Director
Employee Type:	Fulltime
FLSA Status:	Non-exempt
Effective Date:	04.2022

DEFINITION:

Under general direction of the Community Development Director, performs planning work of substantial professional difficulty, including work on complex current and long-range planning projects, plan, organize, oversee, process and directly participate in operations, plans, applications, and studies related to projects that are initiated by either private parties or the City; and to interpret planning and zoning requirements for the public and other departments. Coordinate projects and ensure compliance with Federal, State and local regulations; provide complex staff assistance to the Community Development Director.

CLASS CHARACTERISTICS:

This is the journey level class within the professional planning classification series. Employees at this level may have responsibilities spanning the entire spectrum of the City's planning functions and are assigned more complex planning-related tasks. Employees at this level perform with more independence of direction and judgment on planning-related matters than the Assistant Planner position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties and functions are normal for this position. The omission of specific statements of the duties/functions does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of the City.

- Management of current planning projects including review of development plans for conformance with the General Plan and Municipal Code (including the Zoning Ordinance); review of site plans and architectural designs for quality; preparation of comprehensive written staff reports on projects, which include a recommended course of action and discussion of required finding; and oral presentations to the Planning Commission and City Council.
- Preparation of amendments and updates to the General Plan and Municipal Code in conformance with State law.

- Preparation of long-range planning documents.
- Preparation of environmental clearance documents in conformance with the California Environmental Quality Act.
- Preparation of contracts for consulting services, preparation of technical reports in cooperation with consultants, management of consultant's work for compliance with work program, and review of invoices for payment.
- Assists in the preparation of agendas, public hearing notices, and scheduling of planning applications for review by different boards and commissions.
- Responds to public inquiries for planning and zoning related information.
- Reviews and approves building permits for conformance with project approvals and the Municipal Code.
- Researches, analyzes, and interprets social, economic, population, and land use data and trends, prepares complex written reports and special studies on various planning matters.
- Coordinates with other governmental jurisdictions, agencies, and citizen groups.
- Performs other duties as assigned

QUALIFICATIONS:

Knowledge Of:

- Principles, methods, practices and trends of urban planning and zoning administration.
- Federal, state, regional, and local laws, and policies as they relate to the regulation of land-use including the California Environmental Quality Act and the Subdivision Map Act.
- Architectural design and site planning principles.
- Sustainability principles and methods including green building, climate action planning, and energy efficiency.
- Data collection and statistical analysis methods.
- Computer software programs including Microsoft Office, Internet applications and GIS.

Ability to:

- Read, comprehend, and interpret complex laws, ordinances, regulations, policies, and procedures.
- Review plans to determine conformance with applicable regulations, laws, etc.
- Provide feedback on architectural drawings.
- Interpret and analyze complex project plans and prepare clear and concise recommendations to other staff and decision makers.
- Prepare clear and concise written reports and make effective oral presentations.
- Perform field inspections of sites and buildings.
- Establish and maintain helpful working relationships with the public, other city personnel, and outside agencies.
- Provide all customers with friendly, accurate, and supportive service
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Absorb data, learn and apply procedures required to perform the full range of analytic tasks required by typical duties of the class.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this position, the incumbent is regularly required to perform general office work including visits to construction sites, project sites, etc.

Licenses and Certificates:

Must possess a valid California class C driver's license and have a driving record acceptable with the City's insurance carrier.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Bachelor's Degree from an accredited college or university, with major work in urban planning, urban design, public administration, or related field and three (3) years of progressively responsible planning experience, preferably in a municipal setting. A master's degree in urban planning, or related field, and AICP Certification is preferred but not required if, candidate possesses suitable skills and abilities.