

City of Woodland

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## **ASSOCIATE PLANNER**

### **DEFINITION**

To perform professional planning work related to municipal planning, zoning and environmental analysis.

### **SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the Senior Planner. Responsibilities include indirect supervision of less experienced personnel.

### **EXAMPLES OF DUTIES**

The following are typical duties performed by the position, not an all-inclusive or limiting list:

#### **ESSENTIAL JOB FUNCTIONS:**

Research, analyze, and interpret complex planning issues such as land use, growth management, urban design, economic development, housing, transportation, and related subjects; prepare specific and comprehensive research studies, maps, charts, statistical analysis, environmental analysis, and reports regarding the above.

Implement and enforce the City's General Plan, specific plan, community design guidelines, and zoning and subdivision ordinance; assist the Senior Planner in the preparation and update of long-range planning policies including the General Plan and specific plans.

Review and approve development proposals, site plans, landscape plans, sign plans, and business licenses for compliance with appropriate regulations and policies.

Provide general information to the public, development community and other government agencies pertaining to General Plan and specific plans, land use, zoning, historic resources, and planning and development policies, procedures, and standards; make authoritative interpretations of applicable regulations and policies including the enforcement of zoning regulations.

Implement and enforce the City's General Plan, specific plan, community design guidelines, and Zoning and Subdivision Ordinance; assist the Senior Planner in the preparation and update of long-range planning policies including the General Plan and Specific Plans.

Serve as staff to the City Council, Planning Commission and other commissions, committees, and professional meetings in planning matters, including the preparation and presentation of reports and recommendations.

Regular and consistent attendance.

Work cooperatively with others.

Participate in the development and revision of community design guidelines, zoning, subdivision and other City planning policies, regulations, and procedures.

Coordinate and oversee work with planning consultants.

Act as project manager on development projects from initial contact with the developer through the approval process and construction.

Work with business owners, investors and developers to encourage and facilitate new investment in the community.

Inspect properties and structures for compliance with current City zoning codes and regulations; recommend improvement and rehabilitation programs; identify corrective actions to be taken by owners.

Promote and maintain safety in the work place.

Assist in the supervision and training of technical and professional subordinates.

Serve as zoning administrator as assigned.

Perform related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

Principles, practices and purposes of urban planning, zoning, and public administration.

Applicable Federal, State, and municipal planning laws and regulations, including applicable environmental laws and regulations.

Research and reporting methods, techniques and procedures.

Architecture and design review processes.

Codes, ordinances, resolutions, laws, recent developments, current literature and sources of information in the field of urban planning.

Safety principles, practices and procedures.

Operation and programs of a personal computer

### Skill to:

Perform complex professional planning work with a minimum of supervision.

Provide information to the general public regarding community development department services.

Communicate clearly and concisely, both orally and in writing.

Collect, analyze and develop complex plans and reports; prepare clear, concise and comprehensive technical reports.

Plan, coordinate, and prioritize a variety of projects.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Efficiently operate a personal computer.

Ability to:

Interpret, analyze, apply and articulate relevant laws, rules, contracts, ordinances, regulations and guidelines.

Develop cooperative public relations with contractors, developers, business owners, and the general public.

Analyze and compile technical and statistical information; prepare and present clear and concise technical reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience:

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

Education:

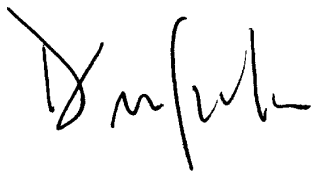
Equivalent to a Bachelor's degree from an accredited college or university with major work in planning, community development, urban design or related field. A Master's degree in planning or related field is desirable.

Experience:

Two years of increasingly responsible professional planning experience.

License or Certificate

Possession of a valid California Driver's License; membership in American Institute of Certified Planners highly desirable.



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Human Resources

Council Action: 7/21/98