

**COUNTY OF SOLANO**  
**PLANNER (ASSISTANT)**

**Rev. 09/05**

**DEFINITION**

Performs a variety of professional planning duties in current and/or advanced planning; processes permits and provides information to the public.

**CLASS CHARACTERISTICS**

This is the entry level in the professional Planner series. Positions in this class have a land use planning emphasis and are characterized by responsibility for providing staff support in policy and land use planning. Incumbents at this level learn to apply the principles and concepts of planning initially and progressively receive more difficult assignments. This class is distinguished from the Planner (Journey/Associate) in that the latter is the journey level in the series and independently performs professional planning work of moderate complexity.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Principal Planner.

Exercises no supervision.

**EXAMPLES OF DUTIES** –*Duties may include but are not limited to the following:*

Responds to public counter and phone inquires from the public by providing information regarding the General Plan, the zoning code, the subdivision ordinance, California Environmental Quality Act, and other regulations.

Receives, reviews and processes land use permits, general plan amendments, and agricultural preserve applications for conformance with the general plan, zoning codes and other requirements and prepares staff reports recommending appropriate action.

Processes business licenses, certificates of compliance, oil and gas drilling permits, agricultural preserve applications and others.

Prepares initial studies and negative declarations for projects and reviews consultant prepared environmental documents. Conducts site inspections and prepares related reports.

Assists in the preparation of General Plan elements and other related planning documents, including supporting GIS activities.

Assists in the preparation and presentation of information on planning and zoning theory, history, methodology, legal requirements and current issues for the Planning Commission and the community.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Knowledge of principles and practices of land use planning and zoning.

Local, State and Federal laws relating to planning procedures.

State and Federal environmental laws.

Computer programs including MS Word, Excel, PowerPoint, and GIS applications

#### **Skill to:**

Operate office equipment including a personal computer, copy and fax machines and printers.

#### **Ability to:**

Collect, tabulate and interpret data pertaining to planning, zoning and transportation.

Prepare and interpret maps, graphic illustrations, detailed drawings, socio-economic and land use data and legal descriptions.

Prepare written reports and verbal presentations.

Learn program objectives in relation to departmental goals and procedures.

Demonstrate tact and diplomacy.

Prepare funding proposals and narrative and statistical reports.

Maintain accurate records and document actions taken.

Organize work assignments.

Communicate clearly and concisely, both orally and in writing; compose correspondence independently.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Research procedures and/or technical reference materials.

## **EXPERIENCE AND EDUCATION/TRAINING**

### **Experience:**

Six months of recent and continuous professional planning experience that includes the full range of professional planning duties at the local, regional or state level.

### **Education/Training:**

A Bachelor's degree is required in City or Regional Planning, Architecture, Landscape Architecture, Civil Engineering, Public Administration, Economics, or Geography or a related field from an accredited college or university

## **SPECIAL REQUIREMENTS**

Possession of, or ability to, obtain a valid Class C California driver's license may be required.

Some positions in this class may require bi-lingual skills.

Position requires some fieldwork, travel, and work in the evening.

## **SUPPLEMENTAL INFORMATION**

Independent travel may be required.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences

between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

**Environmental Factors:** Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness.

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Yolanda Irigon  
Director of Human Resources

**Established Date:** September 2001  
**CSC Date:** September 14, 2005  
**BOS Date:** June 30, 2003