

COUNTY OF SOLANO
PLANNER (ASSOCIATE)

DEFINITION

Performs a variety of professional planning duties to develop and maintain elements of the County's general plan and/or County transportation plan.

CLASS CHARACTERISTICS

This is the fully qualified professional level of the Planner series. Positions in this class may have either a land use or transportation planning emphasis and are characterized by the responsibility for providing staff support in policy and land use planning. Incumbents work independently in processing and presenting actions to policy bodies and may serve as chairperson of committees and/or be responsible for the administration of a specific Environmental Management program. This class is distinguished from Senior Planner in that the latter has regular and continuing responsibility to manage complex and sensitive planning projects that may include project team leadership responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Principal Planner and the Planning Program Manager.

Provides technical assistance to lower level staff.

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

Prepares General Plan elements by drafting and finalizing plan documents, researching materials and making presentations to committees, commissions and the Board of Supervisors.

Receives and reviews land use permits, general plan amendments, zoning and agricultural preserve applications for conformance with general plan, zoning codes and other requirements and prepares staff reports recommending appropriate action; reviews building permits and business licenses; processes and manages a variety of applications including use permit certificates of compliance, oil and gas well drilling, lot line adjustments, marsh development, minor subdivision, and variance permit applications.

Prepares County plans or reviews consultant prepared EIR's and proposals and prepares contract documents. Enforces Codes.

Responds to inquiries from the public by providing information regarding the General Plan, the zoning code and other regulations and information; assists the code enforcement division in the necessary enforcement actions in case of zoning code violations.

Oversees and coordinates the environmental review process; prepares initial environmental studies, EIR's and negative declarations.

Prepares and presents informational sessions on planning and zoning theory, history, methodology, legal requirements and current issues to the Planning Commission and to the community.

Performs detailed planning studies, research and analysis leading to the development of comprehensive long-range policies and plans for future County growth and development.

Administers grant programs; ensures compliance with funding requirements and prepares related statistical and narrative reports.

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:

Considerable knowledge of the principles and practices of planning for community development or transportation planning and methods used in the implementation of such plans.

The current trends in federal, state and local planning.

The socio-economic and physical resource aspects of planning, zoning and planning administration.

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 and zoning.

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

Understand program objectives in relation to departmental goals and procedures.

Prepare funding proposals and narrative and statistical reports.

Maintain accurate records and document actions taken.

Organize and prioritize work assignments.

Research regulations, procedures and/or technical reference materials.

Project consequences of decisions.

Prepare and present effective written reports and verbal presentations.

Deal effectively with the public; establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Two (2) years professional planning experience, which included the full range of professional planning duties at the local, regional or state level.

Education/Training:

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

SPECIAL REQUIREMENTS

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

Required to work some extended hours to attend meetings or give presentations.

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; some tasks require the ability of speak clearly.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness; may perform field work resulting in exposure to heat, cold or rain.

Director of Human Resources

Established Date: May 1991

Revised Date: September 2001; November 2002

BOS Date: June 30, 2003

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