



# CITY OF CHINO

## Associate Planner

### **Definition:**

Under limited supervision, performs the more difficult professional current or long-range planning work and related work as assigned.

### **Class Characteristics:**

This multiple position classification is the intermediate level in the professional planner series. It is distinguished from the Assistant Planner classification by its increased responsibility for project management and the more difficult planning assignments.

### **Essential Functions:**

- Conduct complex assignments involving current or long-range planning projects; confer with applicants and agency representatives to identify problems; evaluate data and propose methods to resolve conflicting issues of plan implementation, zoning requirements, and environmental impact.
- Serve as project manager for major assignments and programs, and prepare project reports including related recommendations; lead or participate in oral presentations.
- Contribute to the review and revision of local ordinances; conduct research; coordinate interdepartmental reviews; schedule public hearings and participate in the discussion of proposed changes.
- Depending upon assignment, administer, schedule, and conduct meetings of public committees and public hearings; provide information and distribute materials; review proposals or applications; prepare reports and make recommendations; advise of related laws, ordinances, policies, and procedures.
- Respond to inquiries, both orally and in writing; interpret planning policies, state laws, and local ordinances, and explain procedures; advise the Planning Commission, and other committees and commissions.
- Research and compile information for grant applications; prepare grant proposals, applications and reports.
- Depending upon assignment, assist in the implementation and administration of the development activities; analyze and prepare reports on development projects; perform short and long-range planning to address community needs; coordinate development activities with consulting firms, community groups and developers; respond to inquiries and provide information regarding redevelopment project activities and other related matters.
- Evaluate current development projects by detailed review of plans for architectural, zoning and general plan requirements; perform field surveys to identify problems and upon completion of projects to ensure conformance with applicable requirements, discuss recommendations with builders, developers, architects, and real estate professionals.

- Prepare requests for proposals; analyze proposals and make recommendations on bidders; negotiate contracts with consultants; determine scope of work on projects and write contracts; manage contracts to ensure provisions of contracts are met.
- May have lead supervision over interns, professionals, and technicians.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

### **Qualifications:**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

### **Education:**

- High School Diploma or G.E.D. (required).
- Bachelor's degree in planning or a related field.
- Master's degree in planning, geography, or a related field (desirable) may substitute for one year of experience.

### **Experience:**

- Two years of increasingly responsible relevant work experience.

### **Thorough knowledge of:**

- Principles and practices of planning, related state and federal laws, ordinances, rules, and regulations.

### **Working knowledge of:**

- Methods, plans, systems, forms, maps, and tools common to a land use planner's work.
- Sources of information and agencies that may be utilized in conducting research and addressing planning matters.
- Operations typical of a city planning division.
- Data collection and analysis techniques.
- Data processing systems/applications.

### **Knowledge of:**

- Office management.
- Principles of supervision.

**Ability to:**

- Plan, organize, and coordinate planning activities.
- Research, prepare and present reports, including grant proposals, applications, and reports.
- Communicate clearly and concisely, both orally and in writing.
- Interpret, understand, explain, and apply provisions of codes, regulations, statutes, and ordinances relevant to City planning activities.
- Deal tactfully and courteously with internal and external customers.
- Represent the City and/or Department in a variety of meetings.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Establish and maintain cooperative working relationships.

**Special Requirements:**

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

**Physical Profile:**

Category I

Link to description [here](#)

**Employee Unit:**

Unrepresented Management

Revised: 7/1/2014

Replacing Associate Planner classification specification dated 10/12/2006.

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