

**CITY OF ANAHEIM  
CLASS SPECIFICATION**

**TITLE CODE: 063**

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**CLASSIFICATION:** Associate Planner

**DEPARTMENT:** Planning

**CLASS DEFINITION:** To provide responsible professional level services in the areas of current planning and advanced planning; and to provide assistance to higher level professional and management staff.

**DISTINGUISHING CHARACTERISTICS:**

This is the full professional level class within the professional Planner series. Employees within this class are distinguished from the Planner and Assistant Planner by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. These positions are further distinguished from the Planner classification in that assignments at the Associate Planner level are highly complex, require independent judgment, and involve sensitive interfaces. Positions in this class are flexibly staffed and are normally filled by advancement from the Planner level or, when filled from the outside, require prior professional level planning experience.

**SUPERVISION RECEIVED AND EXERCISED:**

Receive general supervision from higher level professional and managerial staff, including Senior Planners or Principal Planners.

May exercise functional and technical supervision over Planners, Assistant Planners, technical and administrative support staff.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:** Responsibilities and duties may include, but are not limited to, the following:

Review and analyze building plans, grading plans, encroachments and abandonments; coordinate plan check routing between City departments including covenants, agreements and condition compliance.

Analyze development proposals to determine conformity with General Plan policies and procedures; assess appropriate development fees for projects; assist in the preparation of information for development agreements; monitor the collection of fees.

Coordinate the processing of General Plan amendments and General Plan element revisions.

Determine the impact of legislation, studies, surveys and reports from outside agencies on program activities; research and analyze annexations, reorganizations and de-annexations; prepare reports and correspondence as required.

Respond to inquiries from the general public and resolve issues related to the City's planning and zoning functions; research and provide information to City staff and the general public regarding

land use issues and environmental documentation; interpret City ordinances and regulations, as well as the California Environmental Quality Act guidelines.

Confer with and advise architects, builders, attorneys, contractors, engineers, realtors, appraisers and the general public regarding City planning and zoning policies and procedures including City development policies.

Research and analyze code amendments and special studies; prepare reports for City staff, City Council, Zoning Administrator and the Planning Commission; assist in preparing and drafting ordinances.

Review business license applications and development projects for zoning compliance.

Perform other related duties and responsibilities as required.

#### **JOB RELATED QUALIFICATIONS:**

Experience and Training Guidelines: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities are as follows:

Experience: Responsible and professional level experience in urban planning is required.

Knowledge of: Modern and complex principles, practices, methods and procedures of City planning, zoning and redevelopment; principles and practices of basic economics; pertinent Federal, State and local laws, case law, codes and regulations; principles, practices, methods and procedures of data collection and research techniques; legal description interpretation; computer systems used in planning and zoning functions.

Ability to: Interpret and apply Federal, State and local policies, procedures, laws and regulations; interpret and explain planning and zoning programs, policies and procedures; make public presentations and recommendations on various aspects of the planning program; independently investigate planning, zoning, and related program issues; perform professional planning work with minimum supervision; research, analyze and evaluate new program techniques, methods and procedures; analyze statistical information; use personal computers and related software; review and analyze property legal descriptions, covenants, agreements and conditions of approval; prepare clear, concise, thorough and accurate staff reports and correspondence; and establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required: Possession of a valid California Driver's License to observe project sites and attend off-site meetings. Professional education or certification in Urban Planning or a related field is desired.

#### **WORKING CONDITIONS:**

Physical Conditions: Work is performed in an office environment utilizing modern office equipment and technology and may require sitting for prolonged periods of time using a computer. The incumbent stands, walks, and may twist, reach, bend, crouch and kneel. An

incumbent must be able to meet the requirements of the classification and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

**OTHER:**

FLSA Designation: Professional - Exempt

Unit Designation: Professional Management

**CAREER LADDER INFORMATION:** Experience gained in this classification may serve to meet minimum qualifications for Senior Planner.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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