

**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 journey level professional class in the Planner series. Employees within this class are distinguished from the 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. Positions in this class are generally filled by advancement from the Planner level, or when filled from the outside, require prior experience.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the Principal Planner and/or Senior Planner.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

*The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

Review and analyze building plans, grading plans, and encroachment and abandonment requests; coordinate plan check routing between City departments and check for compliance with covenants, agreements and project conditions of approval; manage planning projects.

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 (CEQA) 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.

Prepare requests for proposals, scopes of work, and agreements for professional services; oversee and monitor the work of consultants.

Research and analyze code amendments and special studies; prepare reports and presentations for City staff, City Council, Zoning Administrator and the Planning Commission; prepare and draft ordinances for review.

Review business license applications and development projects for zoning compliance.

Perform related duties as required.

**JOB RELATED QUALIFICATIONS:**

Experience and Education: Two years of responsible professional urban planning experience supplemented by a Bachelor's degree from an accredited college or university with major course work in urban planning, architecture, or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Knowledge of: Modern and complex principles, principles and practices of urban planning, development, zoning and redevelopment; methods and techniques used in the planning and zoning processes; methods and techniques of effective technical report preparation and presentation; principles and practices of basic economics; principles, practices, methods and procedures of data collection and research techniques; legal description interpretation; computer systems used in planning and zoning functions; principles and procedures of record keeping; principles of business letter writing and basic report preparation; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; pertinent federal, state, and local laws, codes, and regulations, including the Subdivision Map Act, General Plan, and California Environmental Quality Act (CEQA).

Ability to: 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; 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; operate office equipment including computers and supporting word processing, spreadsheet, and database applications; review and analyze property legal descriptions, covenants, agreements and conditions of approval; prepare clear, concise, thorough and accurate staff reports and correspondence; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required: Possession of an appropriate, valid driver's license.

**WORKING CONDITIONS:**

Environmental Conditions: Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**OTHER:**

FLSA Designation: Professional Exempt

Unit Designation: Professional Management

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 inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

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Revised 9/1983 – Sibson and Company  
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Revised 9/1990 – C. Harris  
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Revised 8/2001 – P. Saldivar  
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