

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: 055

CLASSIFICATION: Assistant Planner

DEPARTMENT: Planning

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

DISTINGUISHING CHARACTERISTICS:

This is the entry-level class in the professional Planner series. This class is distinguished from the Planner and Associate Planner by the performance of the more routine tasks and duties assigned to positions within the series.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from higher level professional and managerial staff, including Principal Planners and Senior Planners. May also receive technical direction from Planners and Associate Planners.

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

Review and route planning documents, petitions, permits, packets and records.

Analyze environmental checklists and environmental information forms and make specific recommendations following department procedures.

Review business license applications and development projects for zoning compliance.

Coordinate the logging, data entry and distribution of a variety of planning and zoning documents.

Assist and represent the planning staff at meetings.

Assist professional and technical staff with special projects including surveying, data gathering and reporting, analyses and computerized report presentations.

Compile spreadsheets and tables used in planning and zoning studies and reports.

Develop and update database records.

Coordinate program and archive files.

Respond to basic inquiries from the general public and resolve issues related to the City's planning and zoning procedures and specific permits; research and provide information to City staff and the general public regarding land use issues and standard environmental documentation.

Process zoning entitlements and prepare staff reports.

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

Assist in the drafting of ordinances.

Prepare a variety of reports and draft ordinances for City staff, the City Council, Zoning Administrator and the Planning Commission; prepare correspondence to fulfill policy and legal requirements and other similar documents.

Perform 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: Some professional level experience in planning.

Knowledge of: Basic principles, practices, methods and procedures of urban planning, development, zoning and redevelopment; research methods and sources of information related to urban growth and development; basic principles, practices, methods and procedures of data collection and research techniques; general building and engineering practices as they relate to plan review; personal computer systems related to planning and zoning.

Ability to: Learn laws, codes, ordinances and regulations regarding general plans, zoning and land division; learn applicable environmental laws and regulations and methods of assessment; analyze and compile technical and statistical information; use personal computer and related software; participate in a variety of public and board meetings as necessary; respond to public requests and inquiries; understand and carry out oral and written directions; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including a variety of City officials, staff and the general public.

License/Certification Required: None.

Professional education or certification in Urban Planning or a related field is desirable.

OTHER:

FLSA Designation: Non-Exempt

Unit Designation: Anaheim Municipal Employees Association (AMEA) - General

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