

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

ASSOCIATE PLANNER

DEFINITION

Under minimal supervision an Associate Planner gathers and analyzes data and prepares and presents written, oral and graphic reports on zoning, subdivision, redevelopment, federal and state programs, or other related land use matters; prepares and updates elements of the General Plan, Zoning Ordinance, Specific Plans, and Redevelopment Plans; prepares and conducts public opinion and statistical surveys; investigates and reports on alleged violations of ordinances; and performs related work as required.

EXAMPLES OF DUTIES

Collect data, make studies and field investigations and prepare written reports on assigned matters; research and analyze economic, social and urban design problems relating to planning; respond to inquiries from the public relating to planning and redevelopment; prepare a variety of graphic presentations, illustrate existing or proposed planning concepts; prepare correspondence as needed; establish contacts with representatives of other public agencies and organizations to obtain data and feedback on various programs, and evaluate environmental impacts of development proposals pursuant to the California Environmental Quality Act.

MINIMUM QUALIFICATIONS

Knowledge of: Principles and practices of community planning and urban design; statistical and research methods and the sources of information and data pertaining to City economic and social composition; graphic presentation techniques; the State of California Planning and Subdivision Acts and the California Environmental Quality Act. Knowledge of word processing software desirable.

Ability to: Prepare effective written reports and recommendations; make verbal reports at public meetings; interact tactfully with the public; interpret, explain, and prepare revisions of General Plans, Zoning Ordinances, and similar planning documents; competently use a personal computer; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

JOB SPECIFICATION
ASSOCIATE PLANNER (PAGE 2)

Education: Must possess a Bachelor's Degree in City planning, public administration or a related field.

Experience: Three years experience in public agency planning, community development or redevelopment.

License: Possession of a valid Class C California Driver's License and an acceptable driving record.

R: 02/2007