

CITY OF DALY CITY
DUTY STATEMENT
EXEMPT POSITION

ASSISTANT PLANNER

DEFINITION

The Assistant Planner is an entry level position in the Planning Division of the Department of Economic and Community Development. Under the general supervision of the Senior Planner, the Assistant Planner is responsible for both current and long range planning activities.

EXAMPLE OF DUTIES

Under general supervision, the Assistant Planner: Collects data through studies and field investigations; prepares written reports on assigned land-use issues such as use permits, variances, zone changes, and subdivisions; assists in updating and preparing new elements for the General Plan and **New Zoning Ordinance Sections**; assists in the research and analysis of economic and sociological issues relating to current and future planning; responds to routine inquiries from the public pertaining to zoning administration and subdivision; prepares a variety of graphic presentations to illustrate existing or proposed land use, and other planning designations and concepts; reviews proposed developments for compliance with environmental laws; establishes contacts with representatives of other public agencies and organizations to obtain necessary data on planning matters; and performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of: Principles and practices of city planning; statistical and research methods and the sources of information and data pertaining to city economic and social composition; **urban design** and graphic presentation techniques; the State of California Planning, Zoning and Development Law, Subdivision Map Act; California Environmental Quality Act and HUD Community Development Block Grant (CDBG) regulations.

Ability to: Establish and maintain effective relationships with others; respond appropriately to public inquiries; collect and analyze data pertaining to planning, zoning and community development issues; prepare clear and concise written reports; demonstrate skill in the graphic arts; seek out sources of planning data with minimal supervision; learn to interpret and apply applicable planning and zoning regulations of a complex nature; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in

JOB SPECIFICATION
ASSISTANT PLANNER (PAGE 2)

a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: One year of experience in the field of public agency planning, desirably in municipal government.

Education: Graduation with a Bachelor's Degree from a college or university with a major in City Planning, Architecture, Sociology, Economics, Public Administration, Civil Engineering or a related field.

License: Possession of a valid Class C California Driver's License.

R: 02/2007