

# CITY OF SOLANA BEACH

## JUNIOR PLANNER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general supervision, to perform a variety of technical work related to current planning; and to do related work as assigned.

### **CLASS CHARACTERISTICS**

This is the entry-level class in the technical planning series. Positions in this class are normally considered to be in a training status and perform a variety of technical planning related duties requiring technical training and education, but little practical experience.

### **ESSENTIAL JOB FUNCTIONS**

*The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:*

1. Assist in gathering and tabulating data on population, land use, subdivision and community design.
2. Participate in the processing of use permits, variances and minor zoning applications.
3. Check building, grading and minor subdivisions plans for appropriateness of site, of lot size and setback.
4. Obtain names and addresses of property owners from county assessor's records for public hearing notices.
5. Assist public in completing applications for use in special permits, variances and reclassifications.
6. Make land use field investigations.
7. Conduct field inspections for permit approvals and compliance with zoning regulations and codes.
8. Prepare notices regarding violations and conduct inspections to assure compliance. Design and draw a variety of maps, charts, and other graphic representations.
9. Answer questions from the public, meet and correspond with property owners regarding zoning requirements.

10. Check final maps to see if all conditions for the development are met, and submit to department head for final approval.
11. Prepare simple written staff reports.
12. Conduct on site environmental review and complete necessary form indicating findings. Provide information to the general public at the development processing counter.

## **QUALIFICATIONS GUIDELINES**

### **Education, Experience and Training**

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

#### **Education:**

- ❖ AA/AS Degree or two (2) years college from an accredited college or university with major course work in urban planning, regional planning, environmental studies, architecture, or a related field. *A Bachelor's Degree in the stated fields is highly desirable.*

#### **Experience:**

- ❖ At least one year work experience preferably in local government urban planning.

### **Knowledge and Abilities**

#### **Knowledge of:**

- ❖ Property description and requirements pertaining to preparation and maintenance of property maps.
- ❖ Methods, practices, techniques and instruments used in drafting.
- ❖ Skills related to the design and layout of development plans.
- ❖ Some knowledge of the principles and practices of municipal planning.

#### **Ability to:**

- ❖ Read and prepare maps, sketches, charts, graphs, and other graphic representations to be used for illustration in reports and for display at public hearings.
- ❖ Understand and carry out oral and written directions.
- ❖ Establish and maintain cooperative relationships with those contracted in the course of work.
- ❖ Communicate clearly and concisely, orally and in writing

Special Requirements

- ◆ Possession of a valid Class “C” California driver’s license with a satisfactory driving record.

**PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS**

*The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- ◆ Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, decision making under stressful conditions, and executing assignments within established deadlines.
- ◆ Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- ◆ Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment. Incumbents may be required to perform light lifting and carrying, and sit, stand, walk for prolonged periods of time.
- ◆ Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- ◆ Hearing: Incumbents are required to hear in the normal audio range with or without correction.
- ◆ Environment: Normal office setting with some travel to attend meetings or conduct site investigations. Incumbents may be required to work at both indoor and outdoor environments; individuals may be exposed to noise, dust and inclement weather conditions.
- ◆ Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Adopted: October 12, 2005

