

**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
PLANNER II**

GENERAL DUTIES: Under the direct supervision of the Planning Division Manager or Housing and Community Development Grant Coordinator, performs most professional planning duties, including the development and preservation of affordable housing, using independent judgment in making decisions; may be assigned full responsibility for particular projects or phases of planning work; performs functions in all levels of the planning process, such as project preparation and analysis, presentation, explanation, and enforcement.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the city, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption on one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual difference of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Accepts applications, prepares research documents, performs site inspections and prepares staff reports and recommendations for planning application. Reviews and signs off construction plans for land development projects.
2. Reviews and signs off business licenses, home occupation permits, sign permits, demolition permits and temporary use permits.
3. Prepares and evaluates various CEQA (California Environmental Quality Act) documents including environmental initial studies, and directs developers in preparing

- environmental impact reports.
4. Meets with and advises developers and the general public concerning the City's General Plan, Zoning Ordinance, Subdivision Map Act, development policies, codes, and other planning related policies.
 5. Prepares maps, charts and other graphic materials for staff reports, public meetings, displays and other reference materials.
 6. Performs zoning code enforcement work, including investigation of citizen complaints, field checks, issuance of correction notices and citations, and court appearances.
 7. Actively participates in the research, development and writing of the City's Housing Element update, Consolidated Plan and other housing policy documents.
 8. Maintain statistics on the City's supply of affordable housing and conducts periodic reviews of City's compliance with its Housing Element.
 9. Assists in the preparation and evaluation of various federal environmental documents including environmental initial studies and directs developers in preparing environmental impact reports related to federally funded housing projects.
 10. May meet with and advise developers and the general public concerning the City's Residential Development Ordinance exemption for affordable housing and related policies, codes and ordinances.
 11. May meet with and advise nonprofit agencies, developers and the general public concerning opportunities for funding and other support of affordable housing, special needs housing and homeless and transitional housing facilities.
 12. May monitor the City's Below Market rate units for compliance with program regulations, including those involved with resale of units.
 13. May assist HCD Grant Coordinator with implementing and maintaining homeownership and housing rehabilitation programs.
 14. Presents staff reports at Planning Commission, City Council, and special study sessions as needed.
 15. Participates in training programs and other related work as required.
 16. Prepares City procedures, policies, and ordinances.
 17. Exercises independent initiative and responsibility for current advanced planning, affordable housing programs.
 18. Represents the City on, or serves as staff to, various City, County, and regional

committees and task forces.

19. Participates in emergency operations and training programs.
20. Interprets codes and procedures in unusual situations without supervision, and issues minor permit approvals as a representative of the Planning Division Manager.
21. Performs related work as required.

REQUIRED KNOWLEDGE AND ABILITIES:

KNOWLEDGE: Knowledge of:

1. Customer service techniques.
2. Principles and practices of urban planning, urban design, zoning and land use, digital mapping and drafting techniques.
3. Principles and practices of analysis of land use and demographics.
4. Principles and methods of work programming and scheduling.
5. Technical and professional literature in the planning and/or affordable housing field.

ABILITIES: Ability to:

1. Read, interpret and apply legal and quasi-legal documents with application to the planning field.
2. Identify types of data necessary for a project or report and determine or design the methods used to collect and analyze the data.
3. Perform mathematical and statistical computations.
4. Read and interpret architectural and engineering drawings and planometric, topographic, geological, hydrologic and statistical maps, charts and graphs.
5. Develop and write clear technical reports including recommendations and alternatives.
6. Establish and maintain effective working relationships and co-workers, other departments, outside agencies and the public.
7. Organize and prioritize workload effectively.
8. Communicate effectively and provide excellent customer service.
9. Perform all the duties listed above with little or no supervision.

10. Confidently interpret codes and procedures in unusual situations without supervision.
11. Assume responsibility for issuing limited permit approvals as the representative of the Planning Division Manager or the Housing and Community Development Grant Coordinator.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone or headset
4. Copier
5. Calculator
6. Facsimile machine
7. Optical character reader
8. Postage meter and scale
9. Lettering machine
10. Microfiche reader
11. Binding machine
12. Two-way radio
13. Polaroid or digital camera
14. Paper shredder
15. Paper cutter
16. Plans, maps and blueprints
17. Presentation equipment, microphones, easels, overhead projectors, etc.
18. Plan-copying machine
19. Cartography equipment
20. Specialized computer software
21. Automobile, utility truck or van

PHYSICAL DEMANDS:

Under typical office and field conditions or when working out in the field, employee will perform the following physical activities which include handling files, books, binders, planning equipment, and boxes of work-related material:

1. Sitting, for very prolonged periods of time attending meetings or working at the computer.
2. Walking, during site visits, inspections and enforcement activities in and out of the office.
3. Hiking, during site visits, when inspecting various properties throughout the city.
4. Standing, during Council meetings or other public presentations, for up to an hour.
5. Kneeling
6. Bending/stooping
7. Twisting
8. Reaching
9. Carrying
10. Pushing/pulling

11. Lifting up to 25 lbs.
12. Driving
13. Speed in meeting deadlines and in using office equipment.

SENSORY DEMANDS:

Under typical office conditions, employee utilizes these senses while using a computer, typewriter, telephone, fax machine, copier, adding machine, postage meter, paper shredder, paper cutter, camera, microphone, overhead projector, easel, cartography equipment or when using an automobile.

When working and traveling in the field, all senses are used during site visits, inspections and enforcement activities.

1. Seeing
2. Speaking/Hearing
3. Touching
4. Smelling

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, over 90% of the time.
2. Flooring: Low level carpeting, linoleum, tile floors and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, typewriters, etc.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, blueprints, ink pens, plan copier, copy machines, cartography or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions during site visits, inspections and enforcement activities, less than 10% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Flooring: Asphalt, grass, dirt, and uneven surfaces during site visits, inspections and enforcement activities.
4. Noise Level: Varying low to high equipment noise may occur during site visit or inspection.
5. Lighting: Normal outdoor conditions, with exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by vehicle and outdoor equipment.
7. Dust: Normal to high outdoor levels associated with construction and inspection activities.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, radio,

paper shredder, or paper cutter. When traveling in the field, there is some exposure to mechanical hazards while utilizing vehicle.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in the field as well as a normal office environment. Typical office exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Any combination of education and experience equivalent to graduation from a four-year college with a major in planning or a related field and two years of recent full-time professional planning experience. A Master's Degree from an accredited college or university in City Planning preferred but not required.
2. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
3. Pass a post-offer medical examination, which includes a drug test.
4. Prefer non-tobacco user.
5. Pass a Department of Justice criminal record check for employment.