



CITY OF ALBANY ASSISTANT PLANNER ASSOCIATE PLANNER

Under supervision (Assistant Planner) or general supervision (Associate Planner), performs a variety of professional and technical functions in the development, administration, and enforcement of the City's current and strategic plans, land use, environmental management, and zoning ordinances, and other related community development projects, programs, and activities; conducts routine to more complex studies and analyses of assigned projects and programs; develops grant proposals and implements grant funded programs; completes special projects and research; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Assistant Planner

Receives supervision from the Planning Manager and/or Community Development Director within a framework of established policies, procedures, and operational processes. Exercises no direct supervision.

Associate Planner

Receives general supervision from the Planning Manager and/or Community Development Director within a framework of established policies, procedures, and operational processes. May exercise functional and/or technical supervision over subordinate staff on a project by project basis, and direction to consultants or contractors.

Class Characteristics

Assistant Planner

This is the entry-level class in the City's professional Planner series. Employees at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Associate Planner level and exercise less independent discretion and judgment in matters related to work procedures and methods. Initially, work may be supervised while in progress and fits an established structure or pattern. As experience is acquired, employees are expected to perform with increasing independence and responsibility. Advancement to the "Associate" level is based on demonstrated proficiency in performing the full range of assigned duties and is at the discretion of higher level supervisory or management staff. Since this class is typically used as a training class, employees may have only limited related work experience.

Associate Planner

This is the journey-level in the City's professional Planner series. This position requires the ability and considerable knowledge to perform full range of planning work, including the ability to evaluate and solve problems, perform the more complex tasks, and communicate effectively with the public and City staff. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Employees within this class are distinguished from the Assistant Planner by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative.

Positions in the Planner class series are flexibly staffed and positions at the Associate level are normally filled by advancement from the entry-level requiring additional years of experience and after gaining the knowledge, skill, and experience, which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Researches potential grants and funding available; writes grant proposals to fund projects; monitors and administers grant activities and expenditures to ensure compliance with stated requirements and guidelines; administers existing or new grant proposals, including ensuring that all requirements for reporting or publicity are met.
- Conducts technical and specialized research and analyses, and prepares draft staff reports, special studies, resolutions and ordinances for review; makes presentations to various City boards, City Council, commissions, committees, and community groups as assigned; may provide staff support to City boards, commissions, and/or committees.
- Conducts community outreach and works collaboratively with community members and other agencies.
- Responds to inquiries and complaints from citizens at the counter, on the telephone, or in the field; researches, investigates, and makes recommendations/decisions within scope of authority regarding problems and complaints from the general public; tracks and follows through to ensure questions are answered and issues addressed.
- Develops short-range plans and prepares recommendations within functional area of expertise; gathers, interprets, and analyzes appropriate data for assigned studies and projects.
- Participates in the development and preparation of bid proposal packages for planning studies and implementation projects; coordinates the required advertising and distribution of requests for bids; reviews and analyzes submitted proposals and bids; recommends award of bid based on costs, competency of vendors and consultants, and conformance with the selection criteria.
- Acts as a resource and coordinates departmental activities with other City departments and/or outside agencies as required; provides technical and specialized assistance to other City staff and departments.
- Develops and implements assigned community development outreach programs; works with the business community, schools, residents, and others to promote programs.
- Represents the City in meetings on County and regional task forces and committees; serves as liaison to various committees and commissions.
- Reviews development proposals; acts as a resource to developers and property owners in the submission of acceptable site plans; reviews building plans, parcel maps, and subdivision proposals for compliance with appropriate regulations; prepares recommendations, with analyses and justifications, for action to be taken.
- Participates in the current and advanced land use planning for the City; participates in the preparation, revision, and implementation of the General Plan; prepares draft ordinances and/or resolutions pertaining to zoning, subdivisions, and related matters.
- Makes presentations to City commissions and City Council.
- Participates in local environmental review processes and development plans and proposals; recommends appropriate planning steps to proposed development applicants; recommends the need for environmental review on private and City projects; initiates, coordinates, and monitors the conduct of appropriate environmental reviews.
- Reviews business license applications to ensure compliance with appropriate zoning and related regulations.
- Researches, investigates, and makes recommendations/decisions within scope of authority regarding problems and complaints from property and home owners, developers, and the general public regarding environmental resource management and protection programs, land use and zoning ordinances, and compliance with the General Plan.

- Focuses on recruitment and retention of Albany businesses, particularly in the Solano Avenue and San Pablo Avenue corridors.
- Assigns and oversees expansions and changes for properties and parcels.
- Coordinates with the Census Bureau regarding City updates with housing and development.
- Performs related duties as assigned.

Knowledge of:

- Principles, issues, processes, and practices of city planning relative to subject area.
- Public agency contract administration.
- Public administration policies and procedures; structure and organization of public sector agencies.
- Departmental policies, procedures, and processes related to functional area of expertise.
- Principles and practices of marketing research, demographic methods, public relations, and customer service.
- Research and analytical techniques in reviewing public planning and environmental review studies.
- Program outreach, particularly to small businesses and residential property owners.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
- Standard and accepted principles, practices, regulations, and laws of urban planning, land use, and/or environmental planning.
- Principles and practices of the environmental impact of changes in land use and development.
- Methods of mapping land use and inputting geographic information with appropriate software.
- Principles, issues, processes, and practices of economic development.
- Pertinent federal, state, and local laws, regulations, and ordinances governing zoning, planning, developing, and environmental review of land use.
- City's organization, operations, and ordinances related to planning and zoning/land use regulations and guidelines.
- Basic principles and practices of architecture.

Ability to:

- Learn the City's organization and operations, and departmental policies, procedures, and processes related to functional area of expertise.
- Learn and understand ordinances related functional area of expertise.
- Develop and administer innovative environmental policies and programs.
- Analyze a variety of administrative and technical issues and make sound policy and procedural recommendations.
- Understand and carry out a variety of both oral and written instructions.
- Establish and maintain designated documentation and records in an accurate and timely manner.
- Schedule, coordinate, and prioritize the work of self and others for successful job performance.
- Collect and analyze data and effectively share with the public.
- Identify problems/issues, collect relevant data, analyze options according to established criteria, and recommend, with justifications, an appropriate course of action.
- Successfully communicate and interact with individuals and groups at all organizational and social levels and make public presentations.
- Interpret, analyze, and administer contracts and grants according to designated guidelines and regulations; write and administer grant applications.
- Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others.

- Write clear, concise reports and correspondence.
- Maintain respect for, and patience with, the local government decision-making process.
- Perform a variety of technical and specialized tasks and functions in an independent, competent, and timely manner.
- Conduct and integrate assigned functions and activities in a cohesive and effective service delivery system; foster and secure cooperation and teamwork among departmental and City staff.
- Operate modern office equipment including computer equipment and specialized software applications programs; use presentation software is desirable.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Assistant Planner

A Bachelor's degree from an accredited college or university with major course work in urban planning, environmental planning, environmental studies/sciences, transportation planning, architecture, landscape architecture, natural resources, economic development, or a related field, and one year of technical working experience in urban planning or environmental resource management.

Associate Planner

A Bachelor's degree from an accredited college or university with major course work in urban planning, environmental planning, transportation planning, architecture, landscape architecture, natural resources, or a related field; a Master's degree is preferred. Three years of professional level experience in land use planning, transportation planning or environmental planning, or two years of progressively responsible experience performing duties similar to the City's Assistant Planner.

Licenses and Certifications

Valid California Driver's License.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Must be able to conduct site inspections in all weather conditions. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Special Requirements:

Positions in this classification independently travel within and outside of City limits to fulfill the assigned duties and responsibilities.

Positions in this classification must be available to work evenings to attend meetings and events.