

ASSOCIATE PLANNER

Definition

Under direction, to perform the more difficult professional planning work and projects; to function as a specialist or project leader in current, advance, or environmental planning; to perform the more complex research and analysis of planning data; to make Planning Commission presentations; to explain ordinances, regulations, and City planning policies to the public; and to do related work as required.

Examples of Duties

Duties may include, but are not limited to, the following: Plans, coordinates and conducts a variety of the more difficult planning projects; performs complex research and analysis of physical, social, economic, and environmental data; reviews applications for use permits, subdivisions, and variances to determine environmental status and impacts; provides interpretations of the California Environmental Quality Act, Coastal Commission regulations, and local environmental guidelines; coordinates assessment of environmental impacts with other City departments and public agencies; prepares revisions of site plans and summaries of mitigating environmental impact reports; presents environmental analyses to boards, committees, and commissions; conducts studies and develops components and revisions for the City General Plan; may serve as primary specialist for an assigned portion of City planning functions; serves as Zoning Administrator; works with and reviews the work of planning consultants; may assist with training technical planning support staff and less experienced professional planners; makes presentations of planning projects to the Planning Commission, community organizations and interest groups; works with concerned citizens to encourage cooperative solutions to planning problems and issues; prepares a variety of written reports.

Employment Standards

Experience and Education

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

Experience: Two (2) years of professional planning experience working with land use development problems and issues, or completion of a Master's Degree in

Planning, or closely related field and one (1) year of professional planning experience.

Education: Combination equivalent to graduation from college with a Degree in public planning, architecture, economics, or a related field.

Knowledge and Abilities

Knowledge of: Purposes, policies, and procedures of the Planning Commission, City Council, and other local and regional governing bodies concerned with public planning; principles, practices and trends of public planning; environmental impact of changes in land use; statistical and research methods as applied to the collection, organization, and presentation of data regarding public planning issues; graphic illustration and presentations; laws, rules, ordinances and codes related to public planning functions with specific emphasis on the California Environmental Quality Act and the California Coastal Commission.

Ability to: Perform a variety of complex public planning research, information development and report preparation assignments; serve as an assigned specialist in a delegated area for the Community Development Department; collect, analyze and compile technical, statistical, and other information related to land use and planning research using a personal computer; insert, apply and explain laws, rules, ordinances, codes, and regulations governing land use and planning issues; develop and publicly present information regarding planning and land use problems; establish and maintain cooperative working relationships with City personnel, members of the public, board and commission members and outside agencies; represent City when coordinating with other Federal, State and regional agencies issues affecting Monterey land use.

License(s) and/or Certificate(s)

Possession of a valid California Driver's License at time of appointment, and have an acceptable driving record.