

CITY OF MILPITAS

Effective: June 1985
Revised: Jan 2006
EEOC: Professional
FLSA: Non-Exempt
Unit: ProTech/Plng
Physical: 1

ASSOCIATE PLANNER

DEFINITION

To participate in and oversee either the current or advanced planning section within the Planning and Neighborhood Services Department; to perform professional planning duties relative to assigned area of responsibility; and to supervise and train assigned professional and technical staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the professional planning series. Positions at this level are distinguished from other classes in the professional planning series by the responsibility assumed for overseeing and managing a major section within the department's planning program. Incumbent's at his level typically perform the more complex tasks and projects within the work unit, and are responsible for the supervision and training of subordinate staff members.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from the Planning Manager.
- Exercise direct and indirect supervision over assigned professional, technical and clerical planning personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited too, the following:

Participate in and oversee either the current or advanced planning programs of the Planning and Neighborhood Services Department.

Direct, coordinate, review, and participate in the work of professional and technical employees in assigned area of responsibility including data collection, analysis, plan formulation, and implementation of a wide variety of planning, zoning and environmental review activities.

Supervise, direct and coordinate special planning, zoning, and environmental studies; prepare reports and findings.

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Associate Planner (Continued)

EXAMPLES OF DUTIES

Personally perform most complex and sensitive planning work.

Preparation of specific and precise plan documents.

Conduct special planning studies.

Represent the Planning Division at public meetings, and present planning and zoning matters to the City Council, Planning Commission, and citizen committees as required.

Make recommendations on development permits, special use permits, variances, tentative tract maps, residential planned development permits, as well as other zoning applications.

Coordinate planning activities with other City departments, and with outside agencies as required.

Serve as staff to the Planning Commission, and other appropriate boards and committees as assigned.

Administer the General Plan, and zoning, subdivision, and sign ordinances as assigned.

Meet with and advise developers regarding development applications and processes; explain purposes, regulations, and directives of accepted development practices.

Oversee and maintain detailed socio-economic data and other relevant statistics; coordinate and participate in the computerization of planning statistics and records.

Implementation of CEQA, NPDES, and other State and Federal planning provisions.

Prepare and monitor the Planning Division budget as assigned.

Supervise, train, and evaluate professional, technical, and clerical staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of comprehensive urban planning.
- Recent developments, current literature, and informational courses in the field of planning and zoning.
- Research methods and techniques.

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Knowledge of:

- Applicable Federal, State and local laws, rules and regulations relating to planning activities.
- Principles of organization, budget, and personnel management.

Ability to:

- Plan the work of professional and technical staff in compilation of technical and statistical data, research, and the preparation of plans and technical papers.
- Establish and maintain effective work relationships with the public and other City staff.
- Communicate effectively, orally and in writing.
- Interpret and explain applicable codes and ordinances.
- Prepare, analyze and make recommendations regarding plans and applications received from developers, contractors and the general public.
- Study, analyze and compile technical, statistical and economic information pertaining to planning and zoning research.
- Supervise, train, and evaluate professional, technical, and clerical staff.

EXPERIENCE AND EDUCATION

Experience: Three years of responsible experience in the field of urban and environmental planning, including some supervisory experiences.

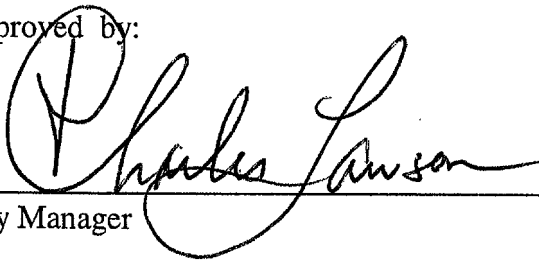
Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, or a closely related field.

SPECIAL REQUIREMENTS:

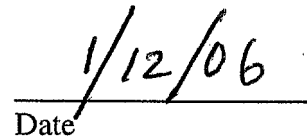
Essential duties require the following physical abilities and work environment.

Ability to work in a standard office environment; able to travel to various locations within and outside the City of Milpitas.

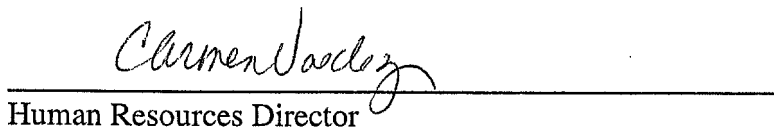
Approved by:



City Manager



Date



Human Resources Director