

CITY OF MILPITAS
Effective: June 1985
Revised: February 2008
EEOC: Professional
FLSA: Exempt
Unit: Protech/Plng
& Code
Enforcement
Physical: 1

JUNIOR PLANNER/ASSISTANT PLANNER

DEFINITION

To perform professional level work in the field of current or advanced planning within the Planning and Neighborhood Services Department; to conduct special projects and research as assigned; and to prepare reports and recommendations relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Junior Planner - This is the entry level class in the professional planning series. Positions at this level typically have appropriate specialized training with little or no job-related experience. The Junior Planner class serves as a training class to incumbents. The Junior Planner classification is distinguished from the Assistant Planner in the incumbents perform a significant portion of the work assigned to the full journey level class, but without the independence or full responsibility expected of positions at the journey level.

Assistant Planner - This is the full journey level class in the professional planning series. The Assistant Planner classification is distinguished from the Junior Planner by the performance of the full range of duties as assigned with only occasional instruction or assistance as new or unusual situations arise. Incumbents work independently under general supervision. Positions in this class are flexibly staffed and are normally filled by advancement from the Junior Planner class.

SUPERVISION RECEIVED AND EXERCISED

Junior Planner

- Receives immediate supervision from higher level professional positions within the planning series.
- Exercises no supervision.

Assistant Planner

- Receives general supervision from higher level professional positions within the planning series..
- May exercise indirect supervision over subordinate planning staff.

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

- Perform professional level work in the field of current or advanced planning.
- Maintain demographic data and other related statistics.
- Research, analyze, and interpret social, economic, population and land use data and trends.
- Compile information and make recommendations on special studies; prepare technical and complex reports.
- Serve as project manager for development proposals and work with developers to reach agreement on acceptable site plans; review building plans, parcel maps, and subdivision proposals for conformance with appropriate regulations; prepare reports of recommendations.
- Coordinate planning activities with other departments, divisions and outside agencies and organizations.
- Check commercial, industrial and residential development plans for issuance of zone clearance; process permit applications.
- Conduct field inspections for development proposals, land use surveys, and related planning studies; ensure compliance with applicable codes, ordinances, and conditions of approval.
- Confer with and advise architects, builders, attorneys, contractors, engineers, and general public regarding City development policies and standards by providing customer service at the counter, over the phone and in the field.
- Prepare staff reports and graphic displays; make presentations to the Planning Commission, City Council or other committees and boards as assigned; serve as staff.
- Serve as project manager for advance planning projects by researching and drafting ordinances for review.
- Conduct environmental reviews; collect and analyze data; prepare environmental documents.
- Perform related duties as assigned.

QUALIFICATIONS

Junior Planner

Knowledge of:

- Principles and practices of urban planning.
- Current literature, information sources, and research techniques in the field of urban planning.

Ability to:

- Learn pertinent Federal, State and local laws, codes and regulations underlying general plans, environmental matters, zoning and land division.
- Establish and maintain effective work relationships with City staff and general public.

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- Communicate effectively, orally and in writing.
- Learn site planning and architectural design techniques and methods.
- Learn to interpret and explain planning and zoning ordinances and regulations.
- Learn to analyze and compile technical and statistical information and prepare reports.
- Learn current literature and recent developments in the field of planning and zoning.

EDUCATION AND EXPERIENCE

Experience: None required.

Education: A Bachelor's degree from an accredited college or university with major course work in urban planning or closely related field.

Assistant Planner

In addition to the qualifications for Junior Planner:

Knowledge of:

- Principles and practices of urban planning and development.
- Effective report writing techniques.
- Laws underlying general plans, zoning and land divisions.
- Applicable environmental laws and regulations.
- Current literature, information sources and research techniques in the field of urban planning and zoning.
- Statistical and research methods and techniques related to planning.
- Computer operations and software applications.
- Applicable Federal, State and local laws, rule and regulations.

Ability to:

- Interpret planning and zoning programs to the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform complex professional planning work with a minimum of supervision.

EXPERIENCE AND EDUCATION

Experience: Two years of responsible planning experience comparable to that of a Junior Planner in the City of Milpitas.

Education: A Bachelor's degree from an accredited college or university with major course work in urban planning or closely related field.

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LICENSE OR CERTIFICATE

- Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

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

Date