

CITY OF NEEDLES
POSITION DESCRIPTION

Position Title: **Associate Planner**
Department: Planning

Job Classification: Classified
Wage Range: 98 (step A \$24.77- step F \$31.62)

PURPOSE/OBJECTIVE OF JOB: Under administrative direction, to plan, organize, and direct the work of the Planning Department under the Land Use function including project coordination/management with engineering, building, and code enforcement, contracts administration, as well as research, development and implementation of city policies and procedures related to land use. Also responsible for staff assistance to the City Council and other City commissions and committees.

REPORTS TO: Director of Development Services

SUPERVISORY RESPONSIBILITIES: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following as essential components of the job:

1. Direct and participate in the development and implementation of goals, objectives, policies, and priorities of the planning department. Provide planning, zoning, and subdivision information to the public.
2. Administer the general plan, zoning ordinance, and other City ordinances and researches and drafts zoning and subdivision ordinance amendments.
3. Provide professional planning staff services to the Planning Commission, including the preparation of the agenda.
4. Prepare graphic designs and maps to illustrate proposed projects.
5. Reviews architectural and construction drawings to determine compliancy.
6. Work with outside consultants to complete initial studies pursuant to the California Environmental Quality Act.
7. Provide technical advice to the City Council, other City departments and civic groups on planning, zoning, and related matters.

8. Act as Emergency Operations Coordinator and alternate for the City Manager at San Bernardino County Operating Area Coordinating Council; assist in the preparation of the City of Needles Emergency Operations Plan and the City of Needles Hazard Mitigation Plan.

9. Act as Contracts Administrator on large projects with third party contractors/vendors to ensure best outcomes for the City.

MINIMUM QUALIFICATIONS:

Knowledge of:

1. Current and advance planning practices.
2. State of California Planning Law and the California Environmental Quality Act (CEQA).
3. Familiarity with urban planning trends.
4. Develop and recommend changes regarding zoning and the General Plan; write and present reports; advise the City Council on zoning and planning matters.
5. Oversee implementation of the City General Plan, Municipal Code, State Subdivision Map Act, Zoning Ordinance, Habitat Conservation Plan, State, and Federal environmental laws.
6. Develop and present recommendations on development permits, special use permits, variances, tentative tract maps, residential planned development permits, and other zoning applications; prepare appropriate reports.
7. Provide support and development for Code Enforcement Programs and other city department programs, related to Land Use.
8. Monitor enforcement of the city's zoning code and subdivision ordinance, related to new construction, reconstruction, and structural modifications.
9. Provide recommendations on land use entitlements such as variances, conditional use permits, development review permits, comprehensive sign permits, code amendments, and General Plan amendments.
10. Maintain official maps, records, and files relating to planning.
11. Coordinate with the Engineering and Building Departments, and other City departments, as well as outside agencies, to resolve conflicts related to land use; consult with the City Attorney as appropriate.
10. Assist in the review of City Capital Improvement Projects.
11. Review plans for compliance with codes and regulations; assist other agencies with

reviewing plans and projects.

12. Analyze and interpret social, economic, population, and land use data and trends; prepare written and graphic reports on various planning and environmental matters.

13. Direct planning studies involving the correlation and assembly of information; participate in the preparation of charts, maps, and visual aides; compile information and make recommendations on special studies.

14. Prepare reports, projects, and meeting agenda items for the City Council; attend public hearings; advises the City Council on planning matters; confer with City officials and the public on City planning matters.

15. Assist in environmental review; prepare meeting agenda items and deliver presentations. Coordinate with consultants the preparation of Environmental Impact Reports and negative declarations.

16. Review applications submitted to the City Council; provide advice regarding completeness and accuracy; develop and present recommendations on approval, denial or modification of applications.

17. Prepare specific recommendations for development standards, planning objectives, and evaluation criteria.

18. Participate in budget preparation by identifying future expenditures and providing cost estimates on selected items.

19. Contract administration.

20. Perform related duties and responsibilities as assigned.

Ability to:

1. Demonstrate basic knowledge of, or ability to learn professional methods and techniques and state and federal planning laws.

2. Operate a personal computer and efficiently use various computer software.

3. Establish and maintain effective relationship with City officials and other governmental agencies, citizens and public.

4. Apply organizational and management practices as applied to the analysis and evaluation of planning and code enforcement programs, policies, and operational needs.

5. Apply modern and complex principles and practices of land use program development and administration.

6. Apply principles and practices of budget preparation and administration.

7. Knowledge of pertinent Federal, State, and local laws, codes, and regulations including CEQA, SMARA, and State Subdivision Map Act.

ESSENTIAL POSITION REQUIREMENTS:

Any combination equivalent to experience and education that would provide the required knowledge and abilities as stated above. A typical way to obtain the knowledge and abilities would be:

Education or at least 7- years' experience in land use equivalent to a degree from an accredited college.

MARGINAL POSITION REQUIREMENTS:

Valid Class C Driver's License.
Ability to pass pre-employment physical and drug test.

ESSENTIAL PHYSICAL REQUIREMENTS:

Ability to: Reach, turn, bend or stoop, move from one location to another.

Frequent: speak clearly and correctly, sit for long periods, hear, handle, climb.

Visual acuity near, less than 20 inches

Perform one or more of the following functions simultaneously: Reach, turn, move, bend or stoop, from one position to another, handle materials, read, write, speak, sit and hear.

ENVIRONMENTAL EXPOSURES:

Moderate: Noise intensity levels, chemicals (office supplies), and lighting.

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Job Description Modification History

Meet & Confer with Bargaining Unit:

Approved by City Council: