



City of Pacific Grove
Established Date: 12/18/2013

PLANNER, ASSISTANT

SUMMARY: Under basic supervision, provides basic assistance to the public with the review and processing of land use applications and zoning code information for the Community & Economic Development Department (C&EDD).

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provides basic assistance to the public with information on City planning and zoning regulations and C&EDD policies and procedures; performs duties in accordance with C&EDD policy, and within scope of authority; duties may vary according to job assignment.
- Assists with professional planning, research, analysis of data, and report writing.
- Reviews land use applications and development proposals for completeness and compliance with C&EDD standards, and state and federal regulations; processes documents according to C&EDD procedures.
- Reviews technical documents, and prepares reports.
- Assists in the preparation of environmental compliance documents.
- Provides staff assistance to Architectural Review Board, Historic Resources Committee, and Planning Commission for review of planning projects, as needed; prepares meeting agendas and supporting documentation, takes notes, and prepares meeting summary minutes.
- Provides technical and clerical support to C&EDD staff, and learns the rules, regulations, standards, policies, and procedures for municipal planning activities.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Urban Planning, Business or Public Administration; AND one year of clerical and computer experience; community development and urban planning experience is preferred; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Basic federal and state regulations and City codes governing planning and development.
- Basic principles of urban planning, community development, land use, and permitting.
- Personal computers utilizing standard and specialized software, including GIS software applications.
- Record keeping and file maintenance principles and procedures.
- Customer service methods and techniques

Skill in:

- Learning to research and analyze the factors affecting community planning projects.
- Checking designs, details, estimates, plans, and specifications of planning projects.
- Collecting, organizing, analyzing and presenting data and information.
- Understanding and interpreting land use and zoning regulations, and state and federal laws.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment. May anticipate lifting approximately 25 lbs at a time, and be able to stand on a ladder to files in banker boxes on shelves.