

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

ASSOCIATE PLANNER

Civil Service Status:	Open Competitive	Bargaining Unit:	General Employees' Association
Probationary Period:	One Year	Approved by City Council:	6-1-09
Classification Series:	Planning Series	Resolution No.:	2009-60
FLSA Status:	Non-Exempt		

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision of the Planning Manager, this professional position is responsible for performing and coordinating complex professional work in current and advance planning, redevelopment, housing and community development programs, code enforcement, and performs related duties as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Coordinate and participate in zoning ordinance revisions, general plan amendments, environmental impact documents, zoning changes and zoning variance, conditional use permits, and other land use entitlements;
- Administer land use regulations;
- Administer California Environmental Quality Act (C.E.Q.A.) requirements;
- Assist in administering housing rehabilitation and neighborhood enhancement programs;
- Reviews new or proposed construction to assume conformation to codes, guidelines and other requirements;
- Conduct field studies;
- Prepare maps and graphics;
- Prepare reports and recommendations;
- Attend Planning Commission and other public meetings as required;
- Provide technical staff support and make oral presentations to the Planning Commission and other commissions/committees;
- Coordinate/collaborate with other departments, divisions, agencies, and community groups regarding planning activities and joint concerns;
- Monitor state and regional legislation;
- Exercise functional and technical supervision over assigned staff;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as situation requires;

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles, practices, techniques, and trends of land use planning;

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- City, State, and Federal laws and ordinances as related to planning;
- California Environmental Quality (C.E.Q.A.) guidelines;
- Zoning and legal descriptions;
- Statistical research methods and data sources;

Skills:

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application;

Ability to:

- Interpret, explain, and enforce zoning regulations;
- Perform complex research and prepare detailed statistical analysis/reports;
- Effectively identify and resolve difficult development problems and community complaints;
- Prepare and interpret maps, graphs, diagrams, and legal descriptions;
- Prepare and process environmental impact documents;
- Communicate effectively both orally and in writing;
- Establish and maintain effective and cooperative community relationships;
- Handle confidential information with discretion;
- Understand and interpret provisions in the municipal code, MOU's Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Effectively supervise subordinates;
- Foster a teamwork environment;
- Plan, organize and prioritize progress;
- Lead, coach, train, instruct and motivate employees;
- Initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues within the organization;
- Work necessary hours and times to accomplish goals, objectives and required tasks;
- Interact with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle irate customers;
- Work overtime as requested;
- Assume responsibility for maintaining a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts;

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- Develop necessary skills from on-the job training and meet or exceed the standards of performance for the classification by the end of the probationary period;

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited university, in Urban and Regional Planning, Public Administration, Urban, Environmental Studies, Geography, Engineering, Architecture or other closely related field.

Experience:

Three (3) years of progressively responsible municipal, current and advance planning experience as a consultant or municipal employee.

License or Certificate:

A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.