



Town of Moraga

Associate Planner

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification ***may not include all*** duties performed by individuals within a classification. In addition, specifications are intended to outline the ***minimum*** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Established: 1980
Revised: October 19, 2012
Employee Group: Mid-Management/Professional
FLSA Status: Exempt

CLASSIFICATION DESCRIPTION

Purpose

Provides assistance to members of the public in person and via phone and email regarding development and projects in Moraga. Serves as a project manager on moderately complex advance and current planning projects. Performs technical research, analysis, report writing and recommendations. Processes a variety of development proposals and permit applications including building permits, sign permits, variances and land-use permits, ensuring conformance to Town standards. Makes recommendations regarding environmental review and compliance with the California Environmental Quality Act on assigned projects. Assists with referring projects to other departments, outside agencies and technical consultants. Prepares and posts public notices.

Distinguishing Characteristics

This class is the experienced level in the professional planning series. Incumbents in this class perform the full range of planning work. The Associate Planner class is distinguished from the Assistant Planner class by its increased responsibility for project management and independence of decision-making, increased complexity of assignments, and volume of workload. The Associate Planner class is distinguished from the Senior Planner class by the Senior Planner's greater complexity of assignments received, by the greater independence with which to perform, and by the greater volume of workload.

Equipment, Methods and Guidelines

Uses principles of planning; federal, state and local planning laws, regulations and procedures. Uses computers and has knowledge of relevant computer programs including advanced GIS (geographic information system) applications. Uses telephones, other means of voice and written communications, and private vehicles.

Working Conditions

Work is conducted primarily in an office setting, but includes trips to other agencies and offices, visits to proposed and actual construction sites, and visits to sites of code compliance issues. Work involves attendance at meetings held during the regular workday and in the evenings, and may include occasional out of town travel.

Physical Demands

Attendance at evening meetings following a normal workday may require stamina, as well as heightened speech, hearing and vision. Site visits may involve stooping, crawling, climbing and balance.

Supervision Received and Exercised

Receives general supervision from the Planning Director or Senior Planner. Receives technical and project guidance from the Senior Planner, as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Provides advice and information to the general public and developers regarding planning, zoning, transportation planning, or housing codes, regulations and requirements. Clarifies and ensures conformance to Town codes and regulations. Participates in or conducts conferences with developers and property owners, and resolves differences that may exist between them and Town codes. Approves construction plans and verifies compliance with conditions of approval.
2. Reviews and processes development applications for a range of planning projects, including discretionary permits, subdivisions, and design review. Works cooperatively with applicants and prepares staff reports, findings, conditions, and recommendations.
3. Assists with major advance or current planning projects, such as performing research and analysis pertaining to the General Plan, area plans, grant programs, related municipal ordinances and policy. Prepares related reports and recommendations; and renders professional advice regarding planning issues.
4. Assists with compliance with CEQA. Writes and reviews Initial Studies. Coordinates the preparation of environmental impact reports. Recommends determinations of the environmental impact of projects. Reviews environmental documents of other agencies. Performs mitigation monitoring and enforcement.
5. Coordinates and attends various meetings for the purpose of providing and receiving information regarding projects and proposals. Attends and represents the Town's interests or policy position on issues including making presentations before authoritative boards such as the Planning Commission, Design Review Board, Town Council, and the boards, task forces, and legislative bodies of other governmental agencies.
6. Conducts site inspections and field investigations, including determining if projects are in compliance with laws, regulations and ordinances. Makes recommendations or changes.
7. Compiles, analyzes and interprets data related to local social, economic, population, housing, development, environmental, zoning, transportation, traffic and land use issues. Prepares comprehensive reports and recommends courses of action.
8. May mentor junior staff.

QUALIFICATIONS

Knowledge and Abilities

- Considerable knowledge of federal, state and local laws, and best principles and practices, related to planning, zoning, housing, transportation planning, environmental planning, and/or code enforcement including but not limited to California Planning and Zoning Laws, Subdivision Map Act, and California Environmental Quality Act.
- Considerable knowledge of research methods employed in the collection, evaluation and presentation of data.

- Ability to read and interpret architectural, development, site, landscaping, and construction plans.
- Knowledge of and skill in applying principles and techniques of project management.
- Skill in collecting, analyzing, interpreting and understanding technical data and documents.
- Skill in planning, organizing and conducting studies.
- Skill in applying urban, environmental, housing, zoning and transportation planning principles and methods to local problems.
- Skill in performing effective negotiations.
- Skill in communicating effectively in English both orally and in writing; making presentations; and preparing clear, concise and accurate written materials.
- Ability to understand and carry out oral and written instructions.
- Skill in establishing and maintaining effective working relationships with others.
- Ability to perform varied and responsible assignments involving the use of initiative and judgment under minimum supervision.
- Ability to provide lead direction and coordinate the work of other professionals.
- Ability to effectively utilize computer applications and technology related to the work.
- Ability to provide excellent customer service.
- Specialized knowledge in one or more of the following areas is desirable: economic development, architectural/design review, transportation planning, and environmental review/CEQA.

Education and Experience

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. Generally, this will require:

- Experience: Three (3) years of increasingly responsible professional planning experience involving general plan, zoning, CEQA and development services.
- Education: Bachelor's Degree from an accredited college or university in land-use planning, urban design, environmental studies, or landscape architecture.

License or Certificate

A valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment.