



Town of Moraga

Assistant 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: 1979
Revised: September 27, 2019
FLSA Status: Non-Exempt

CLASSIFICATION DESCRIPTION

Purpose

Provides assistance to members of the public in person and via phone and email regarding development and projects in Moraga. Performs technical research, analysis, report writing, information gathering services, and plans and permits review in support of development application processing, zoning inquiries, and General Plan related activities. Processes a variety of minor development proposals and permit applications including, but not limited to, building permits, sign permits, and various land- use permits, ensuring conformance to Town standards. Assists with research and preparation of environmental documents per the requirements of the California Environmental Quality Act. Coordinates referrals to other departments, outside agencies and technical consultants. Prepares and posts public notices.

Distinguishing Characteristics

This class is the entry level in the professional planning series. Incumbents in this class perform the full range of entry level planning work. The Assistant Planner class is distinguished from the Associate Planner class by the Associate Planner class' increased responsibility for project management and independence of decision-making, more complex assignments, and 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, and Microsoft Word, Excel, PowerPoint, and Outlook. 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 on uneven terrain.

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, 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.
2. Reviews and processes minor development applications, including but not limited to discretionary permits and design review. Works cooperatively with applicants and prepares staff reports, findings, conditions, and recommendations.
3. Collaborates with other planners and assists with major long-range 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. Conducts research regarding compliance with CEQA and prepares and posts appropriate notices. Prepares Initial Studies and Negative and Mitigated Negative Declarations. Recommends determinations of the environmental impact of projects. May review environmental documents of other agencies and provide recommendations to other planners.
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 and the Town Council.
6. Conducts site inspections and field investigations, including determining if projects are in compliance with laws, regulations and ordinances. Makes recommendations or changes, accordingly.
7. Performs field visits and administrative tasks related to compliance and enforcement of all applicable Town codes and ordinances; prepares and notices code enforcement documents and advises staff of any issue related to compliance or enforcement procedures.
8. 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.
9. Serves as project manager for planning projects including analyzing and evaluating site and architectural plans, performing technical review for routine project plans and applications, and making recommendations.
10. May lead team on complex applications and long-range planning projects.

QUALIFICATIONS

Knowledge and Abilities

- 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 and California Environmental Quality Act.
- Ability to read and interpret architectural, development, site, landscaping, and construction plans.
- Knowledge of research methods employed in the collection, evaluation and presentation of data.
- 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.

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: One (1) year of professional planning experience.
- Education: Bachelor's Degree from an accredited college or university in planning, urban design, environmental studies, or landscape architecture. A Master's degree may be substituted for experience.

License or Certificate

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