

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE:**      **ASSISTANT PLANNER**

**REPORTS TO:**    **Assistant Director-Engineering**      **TYPE: FBEO**

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

**POSITION SUMMARY:**

The Assistant Planner is an entry-level classification in the planning series. Under supervision, incumbents in this class will perform technical and professional planning work in a variety of functional planning service areas. The incumbent will review and analyze development applications; prepare staff reports for various committees and commissions; assist with the development of guidelines, policies, ordinances and procedures pertaining to land use planning and development; provide information regarding land use matters to the public; serve as a liaison with consultants, developers and staff of other agencies; investigate a wide variety of issues/activities for code compliance; initiate, monitor and complete code enforcement actions, and perform other duties as assigned. Assistant Planner is distinguished from Associate Planner in that the former learns to perform the assigned duties while the latter performs the duties at a journey-level with considerably more independence.

**ESSENTIAL FUNCTIONS:**

*Essential functions may include, but not limited to, the following:*

Use of hands for typing; reading and writing; giving and receiving oral instructions; oral communication with public; visual observation at meetings; ability to work long hours occasionally; driving motor vehicle.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

*Typical duties may include, but are not limited to, the following:*

**Current Planning**

- Provides answers to questions from the public on the phone, in person, and in writing regarding City planning regulations and applicable statutes, regulations and procedures, planning program and projects.
  - Assists applicants through the permit process by: 1) coordinating and conducting comprehensive pre-application conferences; 2) preparing application completeness letters; 3) analyzing proposed project compliance with the General Plan, Land Use and Development Code, and Local Coastal Program; 4) working with applicants to address identified issues; 5) developing special conditions to ensure that projects comply with applicable policies and regulations and 6) preparing staff reports for the Planning Commission to review for consideration of permits.
  - Reviews data and information received from other agencies and incorporates data/information into report recommendations and/or environmental documents.
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- Prepares detailed staff reports for projects of varying complexity for presentation and recommendation to the Planning Commission, City Council and/or Community Development Director.
- Prepares and processes Negative Declarations, Mitigated Negative Declarations, and CEQA notices, and assists with other environmental documents (Environmental Impact Reports, Environmental Assessments, Environmental Impact Studies, etc.).
- Coordinates activities of the Technical Advisory Committee for review and approval of community events (parades, run/walks, fairs, etc.).
- Reviews building permit and business license applications to determine consistency with zoning regulations.
- Prepares and issues notices of action and permit documents.
- Monitors construction sites and ensures compliance with mitigation measures and special conditions of permits.
- Maintains complete current planning applications files.

### **Code Enforcement**

- Conducts field inspections and investigations of planning projects to assure compliance with applicable codes, laws, and specifications.
- Enforces zoning rules and regulations; activities include phone contact with code complaint lodgers, phone contact with code violators, preparation of letters to enforce the code, follow up with additional letters and fines for code enforcement.
- Maintains code enforcement files and database.

### **Long Range Planning**

- Reviews and makes recommendations regarding General Plan amendments and zoning changes.
- Assists other Community Development Department staff in the development of and revisions to major planning documents such as the General Plan, Local Coastal Program, environmental documents, specific plans, transportation plans, and related topics.
- Conducts studies and prepares basic planning reports.
- Prepares maps, charts, and other graphic information for presentations and/or reports concerning planning matters with the City's GIS system.
- Performs basic research and compiles data to implement a comprehensive plan or other programs, or for preparation of staff reports for planning studies.
- Serves as liaison with consultants, developers and staff of other agencies relative to planning and code compliance matters.

### **General Activities**

- Attends and participates in community meetings, City Council meetings, and Planning Commission meetings as directed by the Senior Planner. Many of these meetings are in the evenings and some are on the weekends.
- Attends and participates in staff meetings and provides status reports on assigned projects.

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- Reviews professional journals, periodicals and legislation to keep informed of regulatory changes.
- Performs other related duties as assigned.

### **MATERIALS, EQUIPMENT AND TOOLS:**

Computer terminal, keyboard, personal computer programs such as Windows word processing, Microsoft Word and Excel, GIS, ParcelQuest, InDesign, Adobe Illustrator, PowerPoint, etc.

### **DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Modern principles, practices, and techniques of current and advanced urban and regional planning; land use, physical design, demographics, environmental review, and economic and social concepts as applied to city planning;
- Statistical methods and research techniques applicable to the preparation of City planning studies;
- Applicable federal, state and local laws, codes, and regulations, including the City zoning regulations, the City General Plan, the California Environmental Quality Act, California laws relating to subdivisions, annexations, zoning, and land use, the Coastal Act, and other laws and regulations pertaining to local and regional land use planning and development permitting activities.
- Methods and techniques of scheduling and completing work assignments on time;
- Standard office procedures (such as methods and techniques for record keeping and report preparation and writing), practices, and equipment (including a computer and applicable software);
- Oral and written presentation skills including knowledge of proper English, spelling, and grammar;
- Occupational hazards and standard safety practices.

#### **Ability to:**

- **Work effectively and productively:** organize, prioritize, and follow up on work assignments, work independently and as part of a team, and make sound decisions within established guidelines; organize work and priorities to meet deadlines; work on a variety of multiple projects at the same time with various deadlines, and complete quality work in a timely manner. Follow written and oral directions; record and maintain information for future access. Establish and maintain effective working relationships with coworkers and the public. Attend evening and weekend meetings as required. Effectively use Microsoft and Adobe programs.
- **Communicate effectively** both orally and in writing. Prepare clear and accurate reports, including staff reports, policies, ordinances/resolutions, and correspondence using clear writing with correct grammar, spelling, and punctuation. Interpret, explain, and describe applicable laws, codes, and regulations to others. Prepare and present public presentations before decision-making bodies and the public.
- **Learn, Analyze and Resolve Problems:** Learn, understand and apply policies, procedures, and standards pertaining to the municipal planning process, including various Federal, State, regional and local planning laws and regulations. Identify and analyze complex issues and/or problem situations, establish priorities of action and take appropriate steps to resolve those

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problems identified. Read, understand and interpret site and building plans, architectural drawings, topographical maps, charts and graphics used in planning and community development activities. Compile and analyze relevant information and draw valid conclusions to develop recommendations to resolve issues. Perform basic math computations.

**MINIMUM EDUCATION/ EXPERIENCE:**

Bachelor's degree from an accredited college or university is required. A minimum of 15 semester units or 22 quarter units of course work in urban/rural and regional planning, environmental studies, or life, physical, or social sciences is necessary for this position. Full time work experience in a similar position may substitute for the required coursework in a related field.

License: possession of a valid Class C or higher California driver's license.

**DESIRABLE EDUCATION/EXPERIENCE:**

Master's degree in urban/rural or regional planning, or a related discipline; and at least one year of experience involving professional and technical work in land use planning or any related field.

**PHYSICAL REQUIREMENTS:**

Constant sitting in office chair, keyboarding and visual contact with computer terminal; frequent walking, standing, writing, bending, and reaching; occasional lifting of items weighing less than 30 pounds, reaching and lifting above shoulders, carrying boxes of materials from one building to another, driving motor vehicle, climbing flights of stairs.

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**NOTE:** *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*