

**CITY OF SALINAS**

**ASSISTANT PLANNER**

**BARGAINING UNIT/CLASS CODE:  
SMEA/D22**

**DEFINITION**

To perform professional work in planning, environmental analysis and to assist in the administration of zoning and related development regulations.

**DISTINGUISHING CHARACTERISTICS**

This is the entry-level class in the professional planning series. Work includes assignments in the area of planning, environmental analysis and zoning administration, including the enforcement of zoning and related development regulations. Requires the application of fundamental planning principles. Assignments are generally limited in scope and within the design and procedural framework established by higher-level employees. However, as experience is acquired, the employee performs with increasing independence. This class is distinguished from that of the Associate Planner by less complex assignments received and less independence/discretion exercised.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Senior Planner or Planning Manager. No supervision is typically exercised.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Inspect properties to determine compliance with specific conditions of planned unit development permits, variances, and conditional use permits. Review building permit applications, sign permit applications, business license applications and development proposals for consistency and compliance with zoning regulations. Administer sign regulations. Check business license and liquor license applications for zoning compliance. Review building permit applications, sign permit applications, business license applications and development proposals for consistency and compliance with zoning regulations. Administer sign regulations. Assist in the review and processing of applications of planned unit development permits, conditional use permits, rezoning, variances and other permits. Research economic, population and land use data and trends; prepare written reports on various planning matters and elements of the General Plan. Prepare initial studies and prepare or review environmental reports, including negative declarations and Environment Impact Reports. Compile information and make recommendations on special studies and prepare planning reports. Prepare general plan amendment studies. Issue Temporary Use of Land and Family Child Daycare Permits. Recommend needed changes in zoning regulations and related policies and procedures. Answer questions and provide zoning regulation information to business representatives, property owners and the public. Research and prepare technical and official reports on planning topics. Conduct special studies, surveys and projects, as assigned. Perform related duties, as assigned.

**PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on plans and specifications for development projects, and distinguish colors for design evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead as needed; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS  
ASSISTANT PLANNER (continued)**

**WORKING CONDITIONS**

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally include driving to job sites, training and out-of office meetings.

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of urban planning, zoning, and land use regulations, applicable environmental laws and regulations. Microsoft office.

**Ability to:**

Communicate effectively, orally and in writing. Read, understand, apply, and explain zoning and related regulations. Read and interpret site and building plans. Establish and maintain effective working relationships with property owners, business representatives, coworkers, and the general public. Prepare clear, concise and accurate reports, written and oral reports.

**License or Certificate:**

Possession of a valid California Driver's License.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties would be any combination equivalent to a Bachelor Degree in urban planning, construction engineering or a related field; and two (2) years progressively responsible paraprofessional work experience in the planning field.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 2-84, REV: 2-94, REV: 5-05**