

CITY OF BIG BEAR LAKE

CLASS SPECIFICATION

Class Title: Assistant City Planner

Class Code Number: 4090

Position Designation: Professional / Mid-Management

Division: Planning

General Purpose of Position

The purpose of this position is to perform professional level work in the field of current and advance planning, with an emphasis on highly complex and challenging tasks and projects. This position is responsible for management of major planning projects, which may include contract administration, project budgeting and scheduling, facilitation of public input, negotiation of contracts and agreements, supervision of project staff, plan adoption and project implementation. The position also assists the City Planner with budgeting, personnel and other administrative duties, and serves as acting City Planner in his or her absence.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Planner. Exercises general direction over professional, para-professional, technical and administrative support staff.

ESSENTIAL FUNCTIONS

Class specifications are intended to present a descriptive summary of the range of duties and responsibilities performed by employees in the classification. Specifications are not intended to reflect all duties performed within the classification.

- Issues permits for all land use developments to ensure that applications are consistent with and in conformance to appropriate codes and standards.
- Reviews development proposals and applications, including complex and/or controversial projects, for compliance with appropriate regulations and policies; processes applications independently in a timely and complete manner, pursuant to policy direction from Senior Management.
- Reviews plans for conformance with the General Plan, City policies, and accepted planning practices, in accordance with City procedures.
- Provides general direction and oversight are given to subordinates who are processing minor applications, to ensure their compliance with applicable regulations, policies and procedures as directed.
- Reports are prepared and presentations are made to the Planning Commission, City Council and other groups as needed regarding complex planning projects and City programs, with staff recommendations and analyses presented clearly and concisely.
- Planning projects are coordinated with other departments and agencies as appropriate.
- Project applicants are informed of the development review process and City requirements in a timely and courteous manner.
- Changes in State and Federal laws and City ordinances and policies regarding planning, zoning, development and environmental requirements are applied in an expeditious and

CITY OF BIG BEAR LAKE

CLASS SPECIFICATION

appropriate manner, and training on these statutes is provided to subordinate staff as needed.

- Special land use studies and environmental reviews are conducted to establish appropriate uses for land and to mitigate negative environmental impacts.
- Reports are prepared as assigned.
- Presentations on the results of various studies are made to management, committees, the Planning Commission, and/or City Council.
- Environmental documents, including initial studies, negative declarations and environmental impact reports are prepared and/or reviewed in accordance with applicable statutes to ensure compliance with environmental requirements.
- Special planning and environmental studies are prepared by staff, or by consultants under direction of staff, as directed.
- Special projects are performed as assigned.
- Staff reports, ordinances, and presentations are prepared and delivered in an effective manner.
- Application processing procedures are streamlined and expedited to the extent feasible.
- Community development and Improvement Agency services are provided to improve existing property and land uses.
- Consultation is provided to architects, builders, attorneys, contractors, engineers, and the general public regarding the City's development policies and standards.
- Special projects are performed as assigned.
- The Development Code, specific plans, and other development-related ordinances and policies are maintained and updated to reflect the General Plan, changes to State laws, and community values as directed by the City Council and Planning Commission.
- Professional consultation is provided to the City Council, Planning Commission and Improvement Agency to ensure that informed decisions are possible.
- Reports, presentations, etc. are prepared and delivered as directed.
- Planning procedures and staff training are continually updated in order to comply with State and Federal codes, to provide for continuous quality improvement.
- Training is provided to clerical, technical and professional staff to assist them in meeting department goals, as needed.
- Performs various related essential duties as required.

QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor' degree in Urban Planning or related field is required. A Master's degree is preferred.

Experience: Five years of professional level planning experience in a municipal setting is required. Project management and supervisory experience are preferred.

CITY OF BIG BEAR LAKE

CLASS SPECIFICATION

License/Certificate: Valid Class C California Driver's License required.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

Knowledge of:

- A comprehensive knowledge principles and practices of urban planning.
- Applicable State and Federal environmental and planning laws.
- City policies, regulations, and codes related to planning, zoning, and land divisions.
- An understanding of the procedures and processes of a municipal planning division.
- Excellent customer service skills.
- Excellent communication skills, and oral presentation skills.
- Project management skills and supervisory skills are desirable.

Ability to:

- Exercise sound judgment, be able to plan, be well organized, have excellent verbal and written communication skills, work well under pressure, be proactive, flexible and cooperative.
- Be accurate, timely, discreet and able to maintain confidentiality on appropriate issues.
- Effectively administer assigned programs and perform both complex and routine assignments with accuracy.
- Understand, interpret and explain laws, regulations, policies, practices and procedures.
- Analyze information, draw valid conclusions and make recommendations.
- Interact with a variety of personnel and achieve the confidence of others.
- Elicit and maintain cooperative work relationships; communicate effectively both verbally and in writing and conduct effective meetings.
- Supervise, train and evaluate employees.
- Provide administrative and professional leadership and direction for assigned staff.

Skill to:

- Operate modern office equipment, including computer equipment.
- Operate a motor vehicle safely.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may require extended periods of sitting. Light lifting (up to 25 lbs.) is required occasionally. This position requires manual manipulation of a keyboard, phone, and other standard office machines. The position requires both near and far vision in reading written reports and work related documents. Acute

CITY OF BIG BEAR LAKE

CLASS SPECIFICATION

hearing is required when providing phone and personal service. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

WORK ENVIRONMENT

Work will be performed in an office at City Hall exposed to moderate levels of noise. The majority of work associated with this position will be performed sitting down, performing word processing or answering the phone, or standing at the Planning counter. Some fieldwork is required to visit development sites and inventory planning data throughout the City. This position involves a substantial amount of contact with both employees and citizens both face to face and over the telephone.