

CITY OF BIG BEAR LAKE

CLASS SPECIFICATION

Class Title: Assistant Planner

Class Code Number: 4030

Position Designation: Professional/General

Division: Planning

General Purpose of Position

The purpose of this position is to perform technical and professional level work in the field of current and advance planning at an entry level, under the supervision of management and/or more experienced staff. This position is responsible for projects having a low to average level of difficulty and complexity. The position has no supervisory responsibility, but may exercise functional supervision over clerical or technical staff. This position reports to the City Planner.

RESULTS STANDARDS

Results Standards set guidelines for the quality and correct procedure expected when performing any task for the City of Big Bear Lake.

- I. Customer Service:**
Government Customer service is provided in a professional and effective manner with an emphasis on responsiveness and accessibility to both employees and the public.
- II. Professionalism:**
Job duties are consistently performed in a legal and ethical manner consistent with the code of conduct and standards applicable and appropriate to the position and particular specialized area.
- III. Production:**
Employee labor products are of high quality and are produced in a timely and cost-effective manner.
- IV. Critical Thinking:**
Decisions are made utilizing appropriate problem identification, analysis, and evaluation processes with a continual emphasis on innovation, ethics, and professionalism.
- V. Teamwork:**
Goals common to the organization are achieved through cooperation, coordination, and the development of professional relationships.
- VI. Professional Development:**
Employees are empowered to perform their jobs at the highest level and are encouraged to improve both personally and professionally. The overall quality of professionalism in the organization is improved through commitment, training, involvement, and education.
- VII. Leadership:**
Efficiency, effectiveness, and teamwork are promoted by all employees. The values of the City are properly communicated through the behavior of organizational leaders in a manner appropriate to their position.

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Result Statements: (in bold) describe common results expected of the Division or results specific to a particular position.

Performance Standards (preceded by a) describe the specific manner in which the associated Result Statement is achieved by this position. Multiple Performance Standards are associated with each Result Statement and define the expectations for employee performance.

A. New development, construction, and land uses within the City are reviewed for compliance.

- Development proposals and applications of low to average complexity are reviewed for compliance with appropriate regulations and policies, and applications are processed in a timely and complete manner, as directed.
- The provisions of state and federal environmental laws are applied to review of new development projects in a timely and appropriate manner, under supervision.
- Minor applications which are subject to administrative action are reviewed, and approvals or permits are issued in a timely manner based on appropriate analysis and findings as directed.
- Staff reports, ordinances, and presentations are prepared and delivered in an effective manner as directed.

B. Plan review operations are performed to allow for appropriate modifications and corrections to ensure safe construction practices and to ensure code compliance.

- Plans and development applications of low to average complexity are reviewed for conformance with the General Plan, City policies, and accepted planning practices, in accordance with City procedures under the supervision of senior staff.
- Reports are prepared and presentations made to the Planning Commission regarding assigned planning projects, with staff recommendations and analyses presented clearly and concisely.
- Development application review is coordinated with other departments and agencies as appropriate.
- Presentations on the results of various studies are made to various groups, as directed.

C. Procedures, forms, maps, and files are updated to ensure compliance with current codes and regulations.

- Changes in state and federal laws and City ordinances and policies regarding planning, zoning, development and environmental requirements are learned and applied in an expeditious and appropriate manner.
- Assistance is given in maintaining and updating the Development Code, specific plans, and other development-related ordinances and policies, as directed.
- Reports, studies, analyses, etc are prepared as directed to address general plan needs as directed.

D. Members of the public are assisted in a courteous, timely, and professional manner.

- Project applicants are informed of the development review process and City requirements in a timely and courteous manner.
- Assistance and public information is provided to project applicants and representatives and the general public regarding the City's development policies and standards, at the public counter and by telephone.

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- Application processing procedures are streamlined and expedited to the extent feasible.
- E. Research is conducted and compiled on land use and development issues.**
- Reports are prepared as assigned.
- Assistance is given in preparation of special planning and environmental studies and projects, as directed.
- Assist with the preparation and review of environmental documents, including initial studies, negative declarations and environmental impact reports.
- Presentations are prepared and delivered to other groups as directed.

Qualifications

Education: A Bachelor's degree in urban planning or related field is required.

Experience: One year of planning experience in a municipal setting is preferred.

Knowledge, Skills, Abilities, and Personal Characteristics

This position requires familiarity with the principles and practices of urban planning, applicable state and federal environmental and planning laws, City policies, regulations, and codes relating to planning, zoning, and land divisions, and an understanding of the procedures and processes of a municipal planning division. The position also requires excellent customer service skills, communication skills, and oral presentation skills.

The individual should be able to exercise sound judgment, act independently under general direction, be able to understand and follow directions, be able to plan, be well organized, have excellent verbal and written communication skills, work well under pressure, be proactive, flexible, and cooperative. The individual should also be accurate, timely, and discreet, and be able to complete usable work products within specified deadlines.

Physical Requirements

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.

Tools

This position requires the use of a PC, word processing, and spreadsheet software, and standard office equipment.

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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 field work 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.