



JOB DESCRIPTION

Assistant Planner

Date Prepared: March 2014

Class Code: 7220

SUMMARY: Under basic supervision, provides information and technical assistance to developers, businesses, City staff and the general public regarding planning topics involving zoning, land use and municipal codes.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Prepares conditional use permit applications, variance applications, and parcel map applications for City Council consideration; prepares staff reports and CEQA documentation; prepares power point presentations.
- Provides zoning information at the public counter; responds to phone inquiries regarding various topics.
- Prepares zoning compliance and code enforcement letters; schedules hearings and participates in meetings with the department director and building inspectors.
- Enters and maintains the automated code enforcement tracking system.
- Prepares various reports; maintains records; prepares special studies and reports.
- Assists the department director with the processing of zoning amendments and map preparation; provides information via the City's GIS system.
- Investigates complaints or inquiries regarding planning or zoning matters; provides legal notice to offenders; performs follow-up as needed.
- Performs other related work as assigned.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's degree in urban planning or related subject AND one year of planning, zoning and code compliance experience.

Knowledge of:

- City organization, operations, policies, and procedures.
- California Environmental Quality Act.
- Subdivision Map Act.
- Principles and practices of urban planning, laws, codes and department policies regarding planning.
- Methods, materials and techniques used in urban planning.
- Modern developments, current literature and information sources regarding planning.
- Customer service standards and protocols.

Skill in:

- Understanding and explaining policies, procedures, rules and regulations.
- Reading and interpreting plans.
- Following verbal and written instructions and procedures.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with supervisors, co-workers, property owners, business owners, contractors, external public and private organizations and the general public.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office work environment. May be required to lift and carry items weighing up to 15 pounds.