

**CITY OF LINCOLN  
ASSISTANT/ASSOCIATE PLANNER**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general supervision, performs professional land use and urban planning work, including current and future planning, housing, community development, historic preservation, parks and open spaces; reviews complex zoning and development applications; coordinates special projects; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

**Assistant Planner**

The **Assistant Planner** is the entry level class in the professional planning series that allows the incumbent to develop journey level knowledge and abilities in the field of municipal planning. Initially, under immediate supervision, incumbents learn and perform a variety of fundamental support activities in the area of current and future planning. This classification is alternatively staffed with the Associate Planner and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

**Associate Planner**

The **Associate Planner** is the journey level class in the professional planning series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents in this position work independently in the research, analysis and coordination of planning, housing and community development, as well as parks and open space issues, and in the preparation of a variety of reports, studies and recommendations. This classification is distinguished from the next higher classification of Senior Planner in that the latter is responsible for the more complex and difficult duties within the Community Development Department and may exercise lead supervision over assigned staff.

**SUPERVISION RECEIVED/EXERCISED:**

**Assistant Planner**

Receives immediate supervision from the Senior Planner, Assistant Director of Community Development and the Director of Community Development. Incumbents in this classification do not routinely exercise supervision.

**Associate Planner**

Receives general supervision from the Senior Planner, Assistant Director of Community Development and the Director of Community Development. May exercise functional and technical supervision over assigned staff.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans, organizes and conducts research studies; prepares reports and recommendations regarding land use, zoning, urban design, population trends, transportation, community needs, parks, open spaces,

housing and environmental issues; recommends the use of land for residential, commercial, industrial and community uses.

- Maintains, updates and analyzes demographic and other data required for community planning; participates in the review, development, revision and maintenance of general plan elements, environmental impact reports, plans, ordinances and other policies and procedures.
- Reviews and processes various plans and applications for subdivision, housing and commercial developments; reviews and processes variances, conditional use permits and building permits; determines conformity with laws, regulations, policies and procedures; recommends approval, identifies problems and analyzes alternatives; conducts project site inspections.
- Provides information and assistance to developers, property owners and the public regarding laws, regulations, standards, policies and procedures related to the submission of plans, processing of applications and implementation requirements; investigates and responds to complaints of zoning code violations; communicates and coordinates with other City departments and outside agencies; coordinates the development review process on public and private projects.
- Assists in the preparation of meeting agendas for various commissions, boards and community groups, including reviewing draft materials and preparing comments; organizes meetings and work sessions ensuring timely notification of appropriate parties; makes presentations and prepares material for the City Council, commissions, boards and community groups.
- Performs a wide range of staff assignments for the Planning Commission; may provide work coordination and project direction for other planning personnel and contract consultants; may serve as community development, housing services or code compliance coordinator if assigned.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking on slippery, level and uneven surfaces, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. The position also requires both near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. The incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

**QUALIFICATIONS:**

The following are minimal qualifications necessary for entry into the classification.

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Assistant/Associate Planner**. A typical way of obtaining the required qualifications is to possess the equivalent of:

**Assistant Planner**

One year of professional planning experience, and a bachelor's degree in urban or regional planning or a related field. A master's degree in urban or regional planning may be substituted for the required experience.

**Associate Planner**

Three years of increasingly responsible professional planning experience, and a bachelor's degree in urban or regional planning or a related field. A master's degree in urban or regional planning may be substituted for up to one year of required experience.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license.

**KNOWLEDGE, SKILLS AND ABILITIES:** *(The following are a representative sample of the KSAs necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the Assistant and Associate levels.)*

**Knowledge of:**

Principles, practices and techniques of current and advanced planning; land use, physical design, demographic, environmental, economic and social concepts as applied to municipal planning; grant writing and administration; contract negotiation and administration; basic principles and practices of program development, administration and evaluation; statistical methods and research techniques applicable to the preparation of municipal planning studies; basic principles of mathematics; applicable federal, state and local laws, codes and regulations, including the City Municipal Code, C.E.Q.A. and California laws relating to subdivisions, annexations, zoning and land use; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Skill to:**

Operate an office computer and a variety of word processing and software applications, including graphic and presentation programs.

**Ability to:**

Apply policies, procedures and standards pertaining to the municipal planning process; interpret maps, site and building plans and specifications, graphs and statistical data; read and interpret maps, sketches, drawings, specifications and technical manuals; learn more complex principles, practices, techniques and regulations pertaining to assigned duties; plan, organize, evaluate and direct work of assigned staff; develop and coordinate work programs; negotiate and oversee contracts; attend evening meetings as required; perform mathematical calculations quickly and accurately; make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; implement, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Salary Range:** Refer to Professional/Administrative Salary Schedule  
**FLSA:** Nonexempt  
**Employee Group:** Professional/Administrative, Local 39