

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Junior/Assistant/Associate Planner	Job Family: 2/2/2
General Classification: Professional	Job Grade: 21/25/29

Definition: To perform professional-level work in the field of current or advanced planning, affordable housing, neighborhood preservation, or economic development; to conduct special studies and research as assigned; and to prepare reports and recommendations relative to the area of assignment.

Distinguishing Characteristics:

Junior Planner: This is the entry-level class in the Planner series. Positions in this class possess the applicable educational and training background required of classes in the Planner series yet typically lack any practical professional work experience. This class is distinguished from the Assistant Planner by the performance of less than the full range of duties assigned to positions within this series. This class is typically used as a training class in that incumbents may have only limited or no directly related work experience. Incumbents work under direct supervision while learning job tasks, and primary tasks include assisting at the public counter with general inquiries and permit application intake. Immediate supervision is provided by a higher-level professional Planner. Exercises no supervision.

Assistant Planner: This is the second-level class in the Planner series. Positions in this class possess the applicable educational and training background required of classes in the professional Planner series yet typically lack the full range of practical work experience. This class is distinguished from the Associate Planner by the performance of the less complex, more routine professional tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence or direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Associate level. This class may continue to be used as a training class in that incumbents may have only limited related work experience. Employees work under immediate supervision while learning job tasks. Once learned, incumbents are expected to operate more independently. Receives general supervision from a higher-level professional or managerial position.

Associate Planner: This is the full journey-level class within the Planner series. This class is distinguished from the Junior Planner and Assistant Planner by the assignment of the full range of professional duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant level with a minimum of two years professional planning experience and the demonstrated ability to perform the more complex

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professional responsibilities in area of assignment. Receives direction from a higher-level professional or managerial position. May exercise technical and functional supervision over lower-level professional, technical, or clerical staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Perform professional-level work in the field of current or advanced planning, zoning, and design review.
2. Assist in managing programs in area of assignment, including tracking and maintaining compliance with applicable laws or ordinances, coordinating with and/or advising appropriate stakeholders, and implementing program components, including, but not limited to, preparing legal agreements, schedules, and plans.
3. Gather and maintain demographic and/or housing data and other related statistics.
4. Research, analyze, and interpret social, economic, population, and land use data and trends.
5. Research, analyze, and make recommendations on special studies or policy matters; assist with technical data; prepare technical and complex reports; and prepare graphic presentations.
6. Make presentations to the City Council, Environmental Planning Commission, Council Neighborhoods Committee, Downtown Committee, Development Review Committee, developers, community groups, and outside agencies.
7. Review development proposals for conformance with appropriate regulations and consistency with established policies; process permit applications; issue zoning clearances; and prepare reports and recommendations.
8. Perform shifts on the public counter, answering general inquiries in person, by phone, or by email.
9. Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards.
10. May perform zoning enforcement duties, inspections, and related field work.
11. Prepare staff reports and graphic displays.
12. Research and draft ordinances for review.

13. Perform other duties as assigned.

Minimum Qualifications:

Junior/Assistant Planner:

Knowledge of: Basic principles and practices of planning or affordable housing; research and investigation procedures; drafting and graphic presentations; statistical and research methods as applied to the collection, analysis, and presentation of planning, economic, and housing data; computer equipment which includes Microsoft Office Suite; and principles of grammar and effectively written reports.

Ability to: Demonstrate tact and exercise sound judgment and diplomacy with the public; analyze and compile technical and statistical information; prepare clear and concise reports and graphic presentations; prepare accurate maps, plans, charts, and tables; learn applicable environmental and/or housing laws and regulations; multi-task and meet deadlines; establish and maintain effective work relationships with those contacted in the course of work; and communicate clearly and concisely, both orally and in writing.

Associate Planner:

In addition to the qualifications of the Assistant Planner:

Knowledge of: Applicable Federal, State, and local land use; environmental and housing laws and regulations, such as the California Environmental Quality Act (CEQA) and the Subdivision Map Act; current case law, literature, and information sources; research techniques and investigation procedures in the field of planning; and analysis and presentation of data in area of assignment.

Ability to: Demonstrate tact, good judgment, and diplomacy with the public, developers, City Council, and committees; perform independent technical research and give reliable advice on the full range of planning or housing issues; review and conduct independent analysis on the more complex policy issues and development proposals in area of assignment; identify existing or potential problems and proactively collaborate on solutions; participate in consensus building; act as a lead or project manager on significant development proposals, coordinate the work of other staff, outside consultants, and other public agency representatives; represent the City on complex issues; conduct and negotiate real estate or development agreements as assigned; provide lead supervisory direction, training, and guidance to lower-level staff and administrative support personnel as assigned; interpret planning, zoning, or housing programs to the general public; interpret and explain laws underlying general plans, zoning, and land divisions; and interpret and

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explain statistical analysis applied to land use, transportation, communications, and public utility systems.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Junior Planner: Equivalent to a bachelor's degree from an accredited college or university with major course work in urban planning, housing, architecture, transportation planning, sustainability, or a closely related field; no experience necessary; master's degree and internship experience are highly desirable.

Assistant Planner: One year of professional planning, housing, architecture, transportation planning, land use, or closely related experience is required; equivalent to a bachelor's degree from an accredited college or university with major course work in urban planning, housing, or a closely related field. A master's degree in a directly related field may be substituted for six months of the required experience.

Associate Planner: Two years of increasingly responsible professional experience similar to the Assistant Planner in the City of Mountain View; equivalent to a bachelor's degree from an accredited college or university with major course work in urban planning, housing, or a closely related field; master's degree is highly desirable.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California Driver License.

Working Conditions: In addition to the regular work schedule, this position may require availability to work evenings and/or weekends to attend meetings and training.

Established: March 1993

Revised: December 2022

HRD/CLASS SPECS

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