
**TEMPLE CITY
CLASS SPECIFICATIONS**

ASSOCIATE PLANNER

DEFINITION:

Under supervision of the Community Development Director, performs higher-level, more complex professional, planning functions and technical research work. In addition to routine public contact and field inspection tasks, prepares and presents reports and recommendations; and does related work as required.

EXAMPLES OF DUTIES:

Performs a variety of planning related functions, including advance and current planning; administers and implements the Zoning and Municipal Codes; conducts and/or directly oversees several routine activities, such as providing public assistance at the public counter and over the phone, reviews site plans, development proposals and subdivisions; conducts field inspections, business license reviews, environmental assessments and provides assistance in the area of code enforcement; develops graphics, maps and charts; collects, analyzes and tabulates data; prepares written correspondence, detailed reports and other documents, such as General Plan Elements, Specific Plans, annexation studies, demographic & census reports, etc. Conducts specialized surveys, studies, and plans as necessary to address a wide variety of planning and development issues. Schedules and attends formal and informal meetings relative to various planning projects or activities; may act on behalf of the Community Development Director in his absence.

DESIRABLE QUALIFICATIONS:

Knowledge of: The theory, principles, and practices of city planning; planning, zoning, and environmental laws; geography; drafting techniques; and planning and zoning terminology.

Ability to: Study, analyze, and compile technical, statistical and economic information; prepare maps, charts, and other graphic forms to illustrate studies; ability to prepare reports and speak effectively; establish and maintain effective and cooperative professional relationships with fellow employees, the business community and citizens and possess problem solving abilities.

Education and Experience: Graduation from an accredited college or university with a major in planning, architecture, geography, or a related field. At least two years professional planning experience in local government.

OTHER QUALIFICATIONS:

Possession of a valid Class C motor vehicle operator's license from the State of California.

Ability to operate a computer, calculator, telephone, and copying machine.

Ability to understand and respond to the public and staff's requests for assistance both on the telephone and in person.

Ability to prepare detailed narrative reports, perform mathematical calculations, and sort/file documents.

Ability to review and understand architectural, grading, topographical and related drawings.

Ability to sit for up to two hours at a time.

Ability to see.

Ability to get from one location to another in the course of doing business.

Ability to make oral presentations.

Ability to conduct inspections.