

**City of Grass Valley  
JOB DESCRIPTION**



**Associate/Senior Planner**

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**Department: Community Development Department**

**FLSA Status:**

**Associate Planner: Non-exempt  
Senior Planner: Exempt**

**Reports To: Community Development Director**

**Unit: 2, Full-time Position**

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**SUMMARY OF JOB PURPOSE**

Under general direction to perform, plan, and implement current and advanced planning activities and programs; perform a variety of difficult and complex professional planning work related to assigned area of responsibility, including but not limited to the implementation, management, and update of the General Plan, Development Code, and other policy documents; management of consultant contracts for Environmental Impact Reports and variety of grants.

The Associate Planner class is a journey level position and is assigned the full range of professional planning duties. This class is distinguished from the Senior Planner in that the latter is an advanced journey level class responsible for more complex and difficult planning projects and programs and exercises direct supervision over assigned staff.

**SUPERVISION RECEIVED AND EXERCISED**

Associate Planner: This position receives general direction from the Community Development Director and may assist in supervision, hiring and evaluating of technical and administrative support personnel.

Senior Planner: This position receives general direction from the Community Development Director and exercises direct supervision over assigned subordinate professional, technical and/or clerical staff, including recruiting, hiring, evaluating, and disciplining assigned personnel.

**ESSENTIAL FUNCTIONS (include but are not limited to listed tasks)**

1. Review current and/or long range planning projects for consistency with City standards and applicable state and federal regulations; provide recommendations to applicants and developers for plan modifications to meet City requirements and improve project design.
2. Respond to inquiries at the public counter, by phone, mail, or electronic mail; provide professional planning guidance in responding to questions or inquiries.
3. Prepare initial studies and environmental documents related to development plans/applications, including conformance to local, State and Federal regulations.
4. Prepare written reports and make presentations to the City Council, Planning Commission, Design Review Committee and other bodies, as appropriate.
5. Review, investigate and enforce zoning regulations; coordinate with other agencies regarding compliance issues and prepare correspondence to violators.

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6. Perform plan check reviews of commercial, industrial, public, quasi-public and residential plans for conformance with City standards and project approval; perform site reviews as needed; coordinate planning review activities with other City Departments and agencies.
  7. Confer with and advise architects, builders, attorneys, contractors, engineers, etc.; negotiate and develop contracts and agreements regarding City development policies and standards.
  8. Review, track, and comment on pending legislation and its impact on the City's interest as it relates to development and urban planning.
  9. Research, analyze, and interpret social, economic, population, and land use data and related trends, including recording statistical information in a database.
  10. Make presentations to a variety of groups and other jurisdictions interested in/affected by City planning and development policies.
  11. Update policies and procedures; make recommendations on long range, comprehensive planning policy documents, including the City's General Plan; research planning and land use information and concepts.
  12. Manage consultant contracts for activities overseen by the Community Development Department.
  13. Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
  14. Perform related duties as assigned.

**Senior Planner, Additional Duties:**

1. Plans, prioritizes, and supervises work activities of assigned staff; participates in the development of the Department's work plans; monitors workflows; reviews and evaluates work product, methods and procedures.
2. Participates in the development, planning and implementation of departmental goals and objectives; participates in budget preparation and administration; monitors and controls expenditures for development projects and contracts.
3. Negotiate, develop, and administer complex contracts for professional services to ensure work progress and compliance with contract terms and conditions.
4. Participates in the selection of staff; recommends the appointment of subordinate personnel; trains, motivates and evaluates staff as directed.

**KNOWLEDGE, SKILLS AND ABILITIES:**

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Associate Planner:

Knowledge of:

1. Principles and practices of urban and city planning and development.
2. Research techniques and analysis methods related to social, economic, population, and land use data and trends.
3. Site planning and architectural design.
4. Site design, terrain and site constraints, basic utility and infrastructure needs and constraints, and land use compatibility.
5. Environmental review laws, standards and processes, including CEQA and NEPA.
6. Pertinent local, state, and federal laws, ordinances and regulations, including the Subdivision Map Act and California land use and planning laws.
7. Modern office procedures, methods and computer equipment.
8. Principles and practices of project management.
9. Principles and practices of safety management.

Skills in:

1. Interpreting and complying with provisions of applicable codes, ordinances and regulations enforceable by the City.
2. Applying laws, regulations, codes and departmental policies.
3. Recognizing, prioritizing and accomplishing needed tasks.
4. Researching, preparing, and writing clear and concise planning and technical reports.
5. Making effective oral presentations before Planning Commissions, City Councils/Board of Supervisors, and community groups.
6. Utilizing a personal computer with proficiency, including use of word processing, permit tracking, spreadsheets, databases, mapping and visual presentations.

Ability to:

1. Evaluate existing processes and procedures and recommend improvements.
2. Read and interpret plans, maps, sketches, drawings, and specifications.
3. Oversee contracts.
4. Represent the interests of the Community Development Department in the community

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and at meetings as required.

5. Gain cooperation through discussion, consensus building and persuasion.
6. Interpret, explain and apply applicable laws, codes and regulations.
7. Organize, prioritize and follow up on work assignments.
8. Work independently and as part of a team.
9. Make sound decisions within established guidelines.
10. Follow written and oral instructions.
11. Observe safety principles and work in a safe manner.
12. Communicate clearly and concisely, both orally and in writing.
13. Establish and maintain effective working relationships.

**Senior Planner:** In addition to the knowledge, skills, and abilities for an Associate Planner.

**Knowledge of:**

1. Techniques for working effectively with the public, developers, contractors, and City staff.
2. Techniques for providing high levels of customer service to the public, developers, contractors and City staff.
3. Current legislation, literature, and sources of information related to urban planning and administration.
4. Principles and practices of general government administration and policy establishment; and laws and regulations affecting the activities of city government.

**Skills in:**

1. Demonstrating strong project management skills by carrying out complex projects to successful completion with general direction.
2. Making effective oral presentations before public bodies, leading community meetings, and facilitating consensus building on complex planning projects.
3. Motivating, training, and supervising professional and technical staff.
4. Making effective, concise, and comprehensive reports and recommendations utilizing all applicable and appropriate local, state, and federal regulations and guidelines.

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Ability to:

1. Motivate employees to perform to the best of their abilities, evaluate employee job performance and initiate recognition and disciplinary procedures where appropriate.
2. Supervise, train and evaluate assigned personal.
3. Work cooperatively with other agencies and City staff to achieve solutions to issues facing the City.

**QUALIFICATIONS**

To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

**PHYSICAL REQUIREMENTS**

1. Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.
2. While performing necessary field duties, must be capable of moving about safely while maintaining body equilibrium to prevent falling on narrow, uneven and slippery surfaces. The incumbent must be able to work in variable temperatures and weather conditions.
3. Must have a clear field of vision and be capable of distinguishing colors.
4. Must be able to sit at a confined work station for extended periods while performing essential duties.
5. On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone and communicate through written means.

**EDUCATION AND EXPERIENCE**

Associate Planner: A Bachelor's degree from an accredited college or university in planning, community development, or closely related field, and three years of responsible experience in the field of urban, regional, or environmental planning.

Senior Planner: A Bachelor's degree from an accredited college or university in planning, community development, or closely related field, and five years of increasingly responsible experience in the field of urban, regional, or environmental planning. The equivalent to a Master's degree from an accredited college or university in planning, community development, or closely related field may be substituted for two years of the required experience.

**CERTIFICATES, LICENSES AND REGISTRATIONS**

1. Possession of a valid California Driver's License and a satisfactory driving record is a condition of initial and continued employment.

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**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from managers, employees, and the general public.

**MATHEMATICAL SKILLS**

Ability to perform mathematical concepts such as: fractions, percentages, ratios, and proportions to practical situations; ability to work with mathematical concepts such as probability and statistical inference.

**REASONING ABILITY**

Ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form. Resolve problems involving several known variables in standardized situations using standard industry and departmental processes and/or procedures.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job.

**WORKING ENVIRONMENT**

While performing the duties of this job the incumbent is regularly exposed to outside elements of wet and/or humid conditions, rain, snow and heat; moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The incumbent is occasionally exposed to risk of electrical shock and vibration; and steady level of loud noise.

**GENERAL**

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Adopted:

Revised:

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