

**CITY OF COVINA**  
**ASSISTANT 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 immediate supervision learns to performs and performs professional land use and urban planning work, including current and advance planning, and implementation of the City's General Plan; reviews zoning and development applications; performs research; prepares maps, graphs, models, and reports; coordinates special projects; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

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 to perform and perform a variety of fundamental support activities in the area of current and advance planning. This classification is alternatively staffed with 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.

**SUPERVISION RECEIVED/EXERCISED:**

Receives immediate supervision from the City Planner or from higher level planning staff. Incumbents do not routinely exercise supervision.

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

- Performs professional land use and urban planning work, including current and advance planning, and implementation of the City's General Plan; reviews zoning and development applications.
- Performs research and analyses; performs planning and zoning studies for development; investigates planning problems while considering legal and public relations aspects as well as planning and makes presentations of findings.
- Prepares maps, graphs, charts, models and reports; plans, organizes and executes projects or surveys.
- 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; performs field inspections; communicates and coordinates with other City departments and outside agencies.
- Prepares staff reports, resolutions, reports, letters, public hearing notices, zoning ordinance changes, and environmental review documents; verifies zoning compliance for business licenses and In-Home business licenses.

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- Performs advanced planning activities, including General Plan updates and amendments; monitors the effectiveness of the General Plan implementation, zoning and design guidelines; recommends action or petitions for general planning, zoning and development.
- Reviews building, landscaping, fencing, signage, and Administrative Conditional Use permit applications and plans; reviews and prepares reports pertaining to annexation.
- Coordinates various planning studies and related matters with consultants.
- In accordance with the City's Permit Center Customer Service Program, receives and reviews applications; assesses fees; establishes conditions for project approval; approves building permits for such things as patios, room additions, and residential, commercial and industrial buildings and site improvements at the counter; responds to public inquiries at the public counter, on the phone and through email.
- Coordinates with regional and sub-regional agencies to address certain regional and inter-jurisdictional issues.
- 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, 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. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, 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.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**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 Planner**. A typical way of obtaining the required qualifications is to possess the equivalent of a bachelor's degree in urban or regional planning, architecture, environmental design, landscape architecture, or a related field, and one year of municipal planning experience.

#### **License/Certificate:**

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

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern principles, practices and techniques of current and advanced planning; land use, physical design, demographic, environmental, economic and social concepts as applied to municipal planning; statistical methods and research techniques applicable to the preparation of municipal planning studies; applicable federal, state and local laws, codes and regulations, including the City Municipal Code, the California Environmental Quality Act and California laws relating to subdivisions, annexations, zoning and land use; basic principles of mathematics; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and 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.

**Ability to:**

Apply policies, procedures and standards pertaining to the municipal planning process; interpret and prepare maps, site and building plans and specifications, graphs and statistical data; attend evening meetings, including Planning Commission, City Council and other agency meetings as required; collect, analyze and interpret data pertaining to planning and zoning; perform mathematical calculations quickly and accurately; interpret, 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.

**Skill to:**

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