

TOWN OF PORTOLA VALLEY ASSISTANT / ASSOCIATE PLANNER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under the general direction of the Planning and Building Director, performs professional level work related to municipal planning, zoning, housing, and environmental analysis; researches and analyzes a variety of planning data; prepares studies and recommendations; prepares and reviews environmental documents; receives and reviews development proposals, building plans, permits, and subdivision maps; provides assistance to architects and property owners regarding Town policies; may serve as staff to various Commissions and/or committees; and does related work as required.

DISTINGUISHING CHARACTERISTICS

Assistant Planner – This is the entry level class in the professional planning series. This class is distinguished from the Associate Planner by the performance of the less complex tasks and duties. Assignments are usually supervised while in progress and within the design and procedural framework established by higher level employees.

Associate Planner – This is the journey-level class in the professional planning series, able to perform the full scope of professional planning duties. Positions at this level are distinguished from the Assistant Planner level by the performance of the full range of duties as assigned, working independently, and exercising judgement and initiative. May provide specific project or task direction to other Planning & Building staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Reviews routine land use and development applications including site development, architectural review, conditional use permits, and variance applications; evaluates alternatives and conformance with Town policies, ordinances, the General Plan and state and federal laws; prepares and presents staff reports to the Architectural and Site Control Commission and Planning Commission regarding such applications, attends meetings and makes presentations.
- Conducts field investigations as necessary to assist with project evaluation.
- Coordinates plan review with Town consultants, Town Committees, and other public agencies.
- Inspects projects for compliance with conditions of approval.
- Conducts research and analysis on planning related topics, such as land use surveys, General Plan revisions, and Census information and review.
- Research and prepare technical and administrative reports.
- Evaluates and approves Staff Discretionary Review level permits and checks building plans for compliance with Town policies, approved plans, and conditions of approval.

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- Perform duties of staff liaison to the Architectural and Site Control Commission including, but not limited to, preparation of agendas, staff reports, minutes, and meeting notifications.
- Provide information and direction to the public related to planning, building, and permit processing via telephone, e-mail, and front counter.
- Conducts routine evaluations for compliance with the provisions of the California Environmental Quality Act (CEQA)
- Receives applications, calculates and receive fees, and coordinates routing of plans.
- Investigates code compliance complaints, with review and follow-up as needed.
- Contributes to preparation of informational handouts for the general public regarding the Town's codes and policies.
- Create maps and gather geographic data utilizing the Town's Geographic Information System.
- Type, proofread and word process a variety of correspondence, letters, forms, minutes and documents from rough drafts, verbal instruction; compile data and prepare various reports.
- Assist in a variety of department operations and perform special assignments as assigned.
- Respond to emergency situations as required.
- May serve on and/or provide technical and support staff assistance to various Town committees and task forces.
- May provide general customer service at the counter.
- Builds and maintains positive working relationships with co-workers, other Town employees, and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of land use planning, including the California Environmental Quality Act (CEQA), and other pertinent local, state, and federal laws.
- Site planning and architectural design principles.
- General concepts of architecture, landscaping, and grading as they relate to the process of land use planning.
- Proper use of English for business and report writing; proper use of spelling, punctuation and grammar
- Office administrative practices and procedures.
- Customer service principles.
- Modern office procedures, methods, and computer equipment including Geographic Information Systems.

Ability to:

Assistant Planner

- Learn, interpret, apply, and explain local, state, and federal regulations and standards related to land use.
- Learn Town policies and procedures and consistently implement them.

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- Read and understand complex architectural and civil plans, maps, and specifications to ensure accuracy.
- Conduct inspections to determine and evaluate site conditions.
- Analyze site design, terrain constraints, and compatibility with the natural environment.
- Maintain accurate records of work performed.
- Research, compile, analyze, interpret and prepare a variety of reports.
- Prepare correspondence and memoranda.
- Make accurate mathematical calculations.
- Effectively respond to requests and explain planning and zoning rules to staff and the general public.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Operate modern office equipment (e.g., computers, copy machines, faxes, etc.).
- Type or enter data on a computer at a speed necessary for successful job performance.
- Maintain accurate records and files.
- Prioritize work, perform multiple tasks simultaneously and meet deadlines.
- Know and understand all aspects of job.
- Respond to and assist in the resolution of difficult and sensitive development related inquiries and complaints.
- Ability to actively participate in evening meetings.

Associate Planner (in addition to above)

- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively represent the Town in meetings with governmental agencies, community groups, and various professional and regulatory organizations and individuals.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education: A Bachelor's degree from an accredited college or university with major course work in land-use planning, urban planning, landscape architecture or a closely related field. A Master's degree is highly desirable but not required.

Assistant

Experience: Two years of increasingly responsible experience performing technical planning duties similar to that of a Planning Technician with the Town of Portola Valley.

Licenses or Certificates: Possession of, or ability to obtain, a valid California Driver's License; ICS 100, 200, and 700 certification.

Associate

Experience: Three years of increasingly responsible full-time professional planning experience.

Licenses or Certificates: Possession of, or ability to obtain, a valid California Driver's License; ICS 100, 200, and 700 certification. AICP certification highly desirable.

FLSA STATUS

This classification is non-exempt from the Fair Labor Standards Act (FLSA).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting. CONTINUOUS work indoors in close proximity to co-workers and members of the public; OCCASIONAL work outdoors and in varying temperatures. Work schedule is either a standard 40-hour work week during core business hours (8:00 am to 5:00 pm) or a 9/80 schedule. For the 9/80 schedule employees are required to work nine hours (for example from 7:30 a.m. to 5:30 p.m.) for eight work days, eight hours on a ninth work day, with the tenth day off (alternate Fridays off). Work schedule also includes frequent after-hours meetings and occasional weekend meetings/events. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Work is performed indoors in office and in meeting rooms, occasional assignments outside and field visits in hilly terrain.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

EMERGENCY DISASTER SERVICE

All Town employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the Town requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.