



CITY OF CHINO

Assistant Planner

Definition:

Under general supervision, performs professional current or long- range planning duties of moderate difficulty and related work as assigned.

Class Characteristics:

Assistant Planners perform the less difficult and complex planning activities.

Essential Functions:

- Complete assigned current or long-range planning projects involving land use, populations, structures, economic activities, housing, transportation, and related subjects; conduct basic research and analysis, site plan and architecture plan review, and confer with applicants and agency representatives to identify problems and solutions.
- Analyze data with respect to relevant laws, ordinances, regulations, and policies; determine methods to reconcile project conflicts with zoning requirements and state environmental law.
- Provide assistance for planning projects, including area calculations, scaling, and data collection.
- Serve as staff to the Planning Commission, Development Review Committee, and other commissions and committees.
- Prepare professional staff reports of summarized data, conclusions, and recommendations; participate in oral presentations.
- Receive and review permit applications, assess fees and record payments; respond to inquiries both orally and in writing; interpret planning policies, state laws, and local ordinances or explains procedures.
- Assist in the coordination of planning projects with other departments and outside agencies.
- Assist others in the performance of related tasks.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in planning or a related field.

Experience:

- Some relevant work experience in current or long-range planning.

Working knowledge of:

- Principles and practices, laws, ordinances, rules, and regulations.
- Operations typical of a city planning division.
- Data collection and analysis techniques.
- Data processing systems/applications.

Ability to:

- Plan and organize work.
- Research, prepare, and present reports.
- Maintain accurate records.
- Communicate clearly and concisely, both orally and in writing.
- Interpret, understand, explain, and apply provisions of codes, regulations, statutes, and ordinances relevant to City planning activities.
- Deal tactfully and courteously with the community at-large, City staff, public officials, co-workers, and outside agencies.
- Perform moderately difficult analytical work requiring sensitivity to issues.
- Represent the Department in a variety of meetings.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Establish and maintain cooperative working relationships.
- Handle confidential matters with discretion.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

SBPEA (Professional, Technical and Clerical)

Revised: 7/1/2014

Replacing Assistant Planner classification specification dated 10/20/2006.

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