



CITY OF GUADALUPE

Associate Planner

Exempt

JOB DESCRIPTION

1/20/2023

DEFINITION:

Under the direction of the Planning Director or City Administrator, performs complex and specialized planning work. Incumbents work at an advanced professional level on complex and specialized assignments and work with minimum supervision. The Associate Planner position is a management role that provides resources, support, and supervision to Building Department technicians and front-line attendants; giving them the ability to create, build, and grow the department.

The Associate Planner position provides high quality customer service at the public counter, reviews complex development and land use projects and assists in preparation of amending the Zoning Ordinance and the General Plan.

ESSENTIAL FUNCTIONS:

- Performs complex and specialized planning work which may include current and long-range planning, analysis of environmental impacts and mitigation measures, etc.
- Prepares and conducts studies, and presents recommendations; provides public counter customer service; conducts independent research for special projects; etc.
- Assists in the preparation of General Plan updates, annexation studies, transportation, and other special planning projects; prepares and amends ordinances; reviews site plans, construction drawings, grading plans, etc.
- Prepares Initial Studies, related environmental documents; processes ministerial and discretionary applications; maintains records and files including the planning software tracking system; etc.
- Prepares memos and staff reports; reviews construction drawings for substantial conformity with discretionary approvals; maintains planning stats for the department and generates monthly reports for the City Council, generates diagrams, exhibits, maps, or illustrations utilizing ArcGIS (or related software); etc.
- Interprets and applies local, state, and federal planning and laws and codes.
- Develops various studies of land use, population characteristics, general economic activities, and support for the code enforcement unit (City Fire).
- Works with the development community and other City departments in a positive and informative manner; performs field investigations and prepares reports and recommendations.
- The scope of the assigned area will depend on departmental structure and is at the discretion of the department director and City Administrator.
- Upholds the values of the organization and has strong customer service orientation.
- Performs other related projects and duties as assigned.

PERFORMANCE STANDARD:

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.



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KNOWLEDGE/SKILLS:

- Principles and practices of urban planning and development, redevelopment, and economic development.
- Strong knowledge of the California Environmental Quality Act (CEQA), the Subdivision Map Act and State planning law.
- Operations, services, and activities of a comprehensive City planning program.
- Planning topics including land uses, environmental conditions, site design, transportation, open spaces, housing, and urban economics.
- Current literature, information sources and research techniques in the field of urban planning.
- Federal, state, and local codes affecting housing development and rehabilitation.
- Housing issues affecting the North Santa Barbara County region.
- Financial resources are available to facilitate the development of affordable housing.
- Architectural design, construction methods, building materials and engineering practices.
- Methods and techniques of development application review and processing.
- Principles and practices of record keeping.
- Laws, codes, and regulations applied to the General Plan, zoning, permit processing, and land divisions.
- Local government operations and service delivery.
- Principles of business letter writing and basic report preparation.
- Modern office methods, practices, procedures, and computer equipment including word processing, spreadsheet and permit tracking software.
- Technical report writing.

Ability to:

- Understand and interpret zoning regulations and codes.
- Laws underlying the General Plan, zoning, and land divisions.
- Interpret and utilize current literature, information sources and research techniques in the field of urban planning.
- Perform journey level environmental review, policy analysis and project review activities.
- Interpret planning, zoning, and housing programs for the public.
- Research, analyze and compile technical and statistical information. Evaluate financial data pertaining to project and program development. Respond effectively to difficult and sensitive public inquiries.
- Prioritize multiple project timelines and schedules. Work with frequent interruptions.
- Provide high quality customer service.
- Speak in public settings and make effective and informative presentations. Prepare clear and concise oral and written reports and utilize PowerPoint when appropriate. Understand and carry out oral and written directions.
- Interpret and apply pertinent federal, state, and local laws, regulations, policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.



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EDUCATION/EXPERIENCE:

Completion of substantial college level course work in planning or a related field, usually at the bachelor's degree level AND two (2) years of professional planning experience involving public or private sector planning. Possession of a valid and appropriate California Driver's License

PHYSICAL REQUIREMENTS:

The physical demands described 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 functions.

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light-exert weight (10-25 pounds).
- Tasks may involve extended periods of time at keyboard or workstation.
- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Essential functions are regularly performed without exposure to adverse environmental conditions.

The noise level in the work environment is usually quiet in the office and moderate to loud in field settings.

SALARY RANGE & BENEFITS:

HOURLY SALARY: \$36.291 - \$48.637, Plus Benefits

BENEFITS: Vacation, Sick Leave, and Holidays. Medical/Dental/Vision/Life Insurance. 2% @ 55 for "Classic" employees; 2% @ 62 for "PEPRA" employees

This job description is not intended to be all-inclusive. The employee may also perform other reasonably related duties as assigned. The City of Guadalupe provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.