

PLANNER I/II/III

DEFINITION

Under general direction, to perform a variety of technical and/or professional work involving planning, zoning, and land use; provides staff support to Planning Advisory Committees, the Planning Commission, the Local Agency Formation Commission, and the Board of Supervisors; reviews, assesses, and prepares reports concerning current application proposals and recommends necessary modification for compliance with California Environmental Quality Act, California statutes, County plans, ordinances, and policies; prepares plans, reports, technical documents, and ordinances; may perform varied Geographic Information Systems (GIS) work; may assist managerial staff with reviews, assessments and reports concerning advanced planning projects; and provides credible, accurate assistance to departmental clients.

DISTINGUISHING CHARACTERISTICS

As part of the Planner series, a Planner I employee receives supervision during various stages of assignments and is the entry/training level classification in the Planner series. A Planner II employee has greater latitude and independence in performing more difficult assignments and projects. A Planner III employee works with the least supervision and on complex assignments, which require independent judgment, initiative, and is the fully qualified, advanced level classification in the Planner series.

Planner I – This is the entry-level in the Planner class series. An employee in this position provides technical staff support of planning, zoning and land use projects. Employees in this position usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Planner II – Employees learn and perform routine office and field duties associated with the Planning Department. Employees are given an increasing scope of responsibility and authority making recommendations within the range of basic functions and responsibilities commensurate with the duties associated with this position, but are subject to supervisory review before implementing recommendations. Employees in this classification receive close supervision within a framework of well-defined policies and procedures.

Planner III - This job class functions at a journey level of classification in this series, performing duties independently and exercising a significant degree of independent judgment. Employees are given a scope of responsibility and authority to make recommendations within the range of basic functions and responsibilities commensurate with the duties associated with this position. Employees are accountable for the recommendations and actions selected. May be assigned to serve as the department's representative for collaborating planning efforts; may oversee, coordinate, or direct support staff assisting on assigned projects; and may assist in the training of Planner I and Planner II incumbents.

SUPERVISION RECEIVED EXERCISED

Receives general supervision from the Senior Planner, Deputy Planning Director, Planning Director and/or LAFCo Executive Officer.

EXAMPLES OF ESSENTIAL FUNCTIONS

Depending on assignment, may:

Conduct initial assessment of customer needs; answer questions and provide direction regarding requirements and procedures.

Conduct project site visits and site inspections to collect pertinent information regarding site conditions for various planning projects and programs.

Review, assess, recommend, and report on current planning and permit planning project applications.

Prepare staff reports, environmental reports, and other documents.

Present project staff reports and environmental review recommendations to various Planning Advisory Committees, the Planning Commission, the Local Agency Formation Commission (LAFCo) and the Board of Supervisors.

Prepare correspondence, public hearing notices, and all associated reports and documents concerning assigned projects.

Conduct meetings with departmental clients regarding recommended conditions and application processing.

Conduct field reviews and prepare necessary documents in compliance with CEQA and the County's Environmental Review Process.

Accurately and credibly explain County codes and policies related to planning, zoning, mining, the Williamson Act program, and land use matters.

Review building permits for compliance with zoning ordinance.

Review creation of parcels for compliance with the California Subdivision Map Act and County Subdivision Ordinance.

Provide assistance and support to other staff members for the preparation of Environmental Impact Reports, specific plans, area plans, or other advanced planning projects on which support is needed.

Prepare other reports or completes projects as assigned.

EMPLOYMENT STANDARDS

Note: The level and scope of the knowledge, skills, and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

Pertinent state and local laws, regulations, policies, codes and ordinances.

County and department policies and procedures.

Principles of planning and land use.

Basic principles of compiling data using Geographic Information Systems (GIS).

An understanding of local environmental, topographic, hydrologic, and climatic conditions.

Appropriate techniques for environmental analysis.

Current and historic trends in Federal, State and local planning.

Principles and practices of record-keeping.

The U.S. Constitution and federal laws and regulations affecting local land use controls; an understanding of the National Environmental Policy Act and its implementation for the U.S. Forest Service and National Park Service, California's Surface Mining and Reclamation Act, and seminal court decisions affecting interpretation of planning and land use regulations.

An understanding of local environmental, topographic, hydrologic, and climatic conditions.

Ability to:

Understand, interpret and apply State laws, and local ordinances, requirements and regulations related to planning.

Analyze and interpret related planning legal documents; locate and read property descriptions.

Perform the methods, practices, and procedures used in current or advanced planning.

Collect and record technical planning data quickly and accurately.

Use appropriate computer software in the preparation of presentations, reports, graphics, displays, and maps.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Communicate effectively in both oral and written forms.

Respond appropriately, effectively, politely, and promptly to the needs of internal and external customers.

Understand and execute both oral and written instructions in a timely and accurate manner.

Carry out the departmental and County missions.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts, skin irritants, working at heights.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; traverse uneven terrain; lift and/or move objects and materials of up to 25 pounds in weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Planner I

Experience:

Two years of experience in a planning or planning-related field (such as building, environmental health, public works, private construction, real estate, resource conservation, title company, or engineering) or two years of experience in a high public contact setting involving the explanation of procedures and/or regulations. An understanding of Geographic Information Systems (GIS) and mapping applications is desirable.

Education:

High school diploma or GED equivalency is required. Completion of two years of college with major course work in planning, geography, architecture, economics, environmental studies or a related field.

Planner II

Experience:

None required. Experience in a planning or planning-related field (such as building, environmental health, public works, private construction, real estate, resource conservation, title company, or engineering) or experience in a high public contact setting involving the explanation of procedures and/or regulations is desirable.

Education:

High school diploma or GED equivalency is required. Graduation from an accredited four-year college or university, with major course work in planning, architecture, landscape architecture, environmental studies, or directly related courses.

Planner III

Experience:

Two years of planning experience equivalent to a Planner II in Mariposa County.

Education:

High school or GED equivalency is required. Graduation from an accredited four-year college or university, with major course work in planning, architecture, landscape architecture, environmental studies, or directly related courses.

Substitution: (Planner I, II, and III)

Additional qualifying experience may be substituted for the college education on a year-for-year basis. Additional directly related college or university education may be substituted for the qualifying experience required for the Planner I position on a year-for-year basis.

Additional Requirements: (Planner I, II, and III)

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.