



CITY OF SANTA CRUZ ASSOCIATE PLANNER I/II

- Reports To:** Receives general supervision from a Principal Planner or the Superintendent of Parks, depending upon area of assignment.
- Supervises:** May exercise functional and technical supervision over assigned staff.
- Bargaining Unit:** Management

BASIC FUNCTION

Under general supervision, performs professional land use and urban planning work, such as current and advanced planning, housing, community development, historic preservation, environmental compliance, land management and conservation, and parks and open space planning; reviews zoning and development applications; analyzes planning issues; coordinates special projects; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The **Associate Planner I** is the entry level class in the professional planning series and is responsible for providing staff support through research, data collection and report preparation, performing the less complex and more routine planning tasks under closer supervision. Incumbents learn the application of fundamental planning principles within the local environment. After demonstrating proficiency at the I Level, incumbents are expected to advance to the full professional II Level in the planning series. The **Associate Planner II** is the journey level classification in the professional planning series and is distinguished from the Associate Planner I with more diversified and complex assignments and level of independence. Incumbents are expected to independently perform the full scope of assigned duties, including the research and analysis of planning issues, the coordination of complex planning projects, and the preparation of related reports, studies and recommendations. The Associate Planner II is distinguished from the next higher classification of Senior Planner in that the latter is the lead-worker classification responsible for performing the most complex planning tasks and acting as the functional supervisor of an assigned specialty area.

TYPICAL DUTIES *(May include, but are not limited to, the following):*

- If assigned to the Planning and Community Development Department: Reviews and processes various plans and applications for subdivision, housing and commercial developments; reviews and processes land use entitlements including variances, conditional use permits and building permits; determines conformity with laws, regulations, policies and procedures; recommends approval, identifies problems and analyzes alternatives; performs a wide range of staff assignments for the Planning Commission; may be assigned to investigate and respond to complaints of zoning code violations; may serve as community development coordinator, housing services coordinator or code compliance coordinator, as assigned.
- If assigned to the Parks and Recreation Department: Prepares, coordinates, implements and presents planning documents, special studies, reports and presentations in areas of professional

**City of Santa Cruz
Associate Planner I/II**

land use, habitat management, erosion control, park and open space planning; prepares, coordinates and implements master plans, area plans, specific plans and management plans; designs, plans, coordinates, manages and inspects construction projects; performs landscape and irrigation design; monitors capital improvement projects, including budgets; may perform golf course design.

- Plans, organizes and conducts research studies; determines appropriate data sources; conducts analysis of complex issues and data; prepares reports and recommendations regarding land use, zoning, urban design, population trends, transportation, housing, community needs, parks, open spaces, and/or environmental issues, depending upon area of assignment; recommends the use of land for residential, commercial, industrial and community uses; conducts project site inspections.
- Maintains, updates and analyzes demographic and other data related to community planning; participates in the review, development, revision and maintenance of general plan elements, environmental impact reports, plans, ordinances and/or other policies and procedures.
- Reviews plans, proposals, requests and studies presented by other City staff, developers, consultants, advisory bodies and members of the public; prepares analyses related to compliance, feasibility and impact.
- Interprets, applies and explains federal, state and local laws, codes and regulations, including the California Environmental Quality Act (C.E.Q.A.) and the National Environmental Protection Act (N.E.P.A.).
- 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; communicates and coordinates with other City departments and outside agencies; coordinates the development review process on public and private projects.
- Serves as staff liaison to commissions, advisory bodies and citizen groups, as assigned; assists in the preparation of meeting agendas for various commissions, boards and community groups, including reviewing draft materials and preparing comments; organizes meetings and work sessions ensuring timely notification of appropriate parties; prepares materials for and makes presentations to the City Council, commissions, boards and community groups.
- May prepare, coordinate and administer grant applications or contracts.
- May provide work coordination and project direction for other planning personnel and contract consultants.
- Other duties as assigned.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking on slippery, level and uneven surfaces, 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. The position also requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

**City of Santa Cruz
Associate Planner I/II**

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

MINIMUM QUALIFICATIONS (*Knowledge, Skills and Abilities*):

Associate Planner I

Knowledge:

- Principles, practices and techniques of municipal planning, including current planning, advanced planning, housing, community development, historic preservation, habitat management, erosion control, and/or parks and open space planning, depending upon area of assignment;
- Land use, physical design, demographic, environmental, economic and social concepts as applied to municipal planning;
- Methods and techniques for record keeping and report preparation and writing;
- Standard office practices, methods and equipment, including a computer and applicable software.

Abilities:

- Perform thorough planning research and evaluation;
- Learn, interpret and apply a large number of codes, ordinances, policies and procedures;
- Communicate City ordinances, policies and decisions to the public in a courteous and effective manner;
- Effectively plan and coordinate all aspects of an assigned project;
- Work effectively with state and federal agencies (eg. CA Coastal Commission, CA Fish and Wildlife, US Fish and Wildlife, etc.)
- Organize, prioritize and follow-up on work assignments;
- Read, interpret and record data accurately;
- Communicate clearly and concisely, both orally and in writing;
- Make effective oral presentations;
- Manage consultant contracts;
- Work effectively independently and as a member of a team;
- Establish and maintain effective working relationships with developers, contractors, consultants, advisory bodies, City staff, other governmental agencies, and the public;

OTHER REQUIREMENTS

- Willingness to attend evening meetings as required.

Associate Planner II – in addition to the above, requires:

Knowledge:

- Statistical methods and research techniques applicable to the preparation of municipal planning studies
- Applicable agencies, laws, codes, and regulations;
- Methods and techniques of scheduling work assignments;
- Methods and techniques for making effective public presentations of complex information;
- Basic principles and practices of program development, administration and evaluation;
- Grant writing and administration;
- Contract negotiation and administration;
- Building and park construction and landscape design (for Parks assignment).

Abilities:

- Perform thorough research and analysis of complex planning-related issues and develop appropriate recommendations for action;
- Interpret, explain and apply applicable, policies, procedures, standards, laws, codes, and regulations pertaining to the municipal planning process, including the California Environmental Quality Act (C.E.Q.A.) and the National Environmental Protection Act (N.E.P.A.);
- Interpret technical manuals, maps, site and building plans and specifications, graphs, sketches, drawings and modeling and statistical data;
- Learn and apply more complex principles, practices, techniques and regulations pertaining to assigned duties;
- Plan, organize, and direct the work of assigned staff;
- Conduct project inspections;
- Recommend adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate;
- Participate in the establishment of division and/or department goals, objectives and methods for evaluating achievement and performance levels;
- Negotiate and oversee contracts and manage the work of consultants;
- Assist with budget development and monitoring;

EDUCATION AND EXPERIENCE

Any combination of education and experience that has provides the above knowledge, skills and abilities combined with any required licenses is qualifying. A typical way of obtaining the required qualifications is to possess the equivalent of the following:

Associate Planner I

- Bachelor's degree in Urban, Regional or Park Planning, Landscape Architecture or a related field depending on the assignment.
- Six months minimum of professional related planning experience.

City of Santa Cruz
Associate Planner I/II

Associate Planner II

- Bachelor's degree in Urban, Regional or Park Planning, Landscape Architecture or a related field depending on the assignment.
- Two years of increasingly responsible professional planning experience.

LICENSES/CERTIFICATES

- Possession of a valid California Class C driver's license and a safe driving record, or the ability to provide alternate transportation which is approved by the appointing authority.

Classification: 777, 778
Date of Issue: 11/07
Supercedes: 07/01
Update: 08/13

Career Ladder

- Planning Director
- Assistant Planning Director
- Principal Planner
- Senior Planner
- *Associate Planner I/II*