

CITY OF ONTARIO

CLASS CODE 2109 GROUP 5
DEPARTMENT REVIEW BP DATE 9/4/98
PERSONNEL APPROVAL [Signature]
EFFECTIVE DATE _____
SUPERSEDES 1989 [Signature]

ASSISTANT PLANNER

DEFINITION

Under general supervision, this is professional planning work in reviewing and reporting on advance and/or current planning projects and other related projects for urban planning and zoning activities. Technical and/or functional supervision may be exercised over technical and clerical personnel as assigned. Work is reviewed through conference, observation of work in progress and evaluation of reports submitted.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provides information and assistance to the public on a daily basis; assists with the preparation of revisions to the Development Code; assists with the preparation of long-range planning studies; advises property owners, developers and the public on the Development Code rules and regulations; reviews development proposals and prepares written reports; reviews graphic production on assigned projects; assists superiors in the preparation of material for presentation before various boards and commissions, including the Planning Commission and City Council.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

MINIMUM: graduation from a four year college with a bachelor's degree in planning, geography or a related field;

Knowledges: knowledge of the principles of urban planning and zoning;

Ability to: conduct planning and zoning studies and to analyze and formulate substantive recommendations based upon such studies; conduct independent investigations, analysis and research on current development proposals and to present conclusions and recommendations clearly and concisely; establish, foster and maintain positive, harmonious working relationships with other employees, officials, the public, and others contacted in the course of work.

DESIRABLE: One (1) year of recent experience in advance and/or current planning, preferably with a public agency, emphasizing review of site development plans; some knowledge of sociology, economics, statistics and design as applied to planning; knowledge of related computer applications.