

CITY OF ONTARIO

CLASS CODE 2111 GROUP 5
DEPARTMENT REVIEW SP DATE 4/2/97
PERSONNEL APPROVAL [Signature] 4/3/97
EFFECTIVE DATE _____
SUPERSEDES 1989 [Signature]

ASSOCIATE PLANNER

DEFINITION

This is journey-level professional work in the field of urban planning. Under Direction, performs as part of a team responsible for either long-range or current planning. Participation in a broad range of urban planning programs is expected. May provide functional supervision over professional, technical and clerical personnel. Work is reviewed through conference and analysis of reports.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Advanced Planning Section: Conducts independent investigations and performs technical analysis and administration of long-range projects, including general plan amendments, specific plans, environmental impact reports, spheres of influence/annexations, ordinance preparation/revisions, and airport land use reports; assists in the formulation of planning policy; provides information on planning regulations and issues to the public; supervises the work of consultants and subordinates assigned to long-range planning projects.

Current Planning Section: Prepares recommendations and staff reports on zoning matters, including variances, conditional use permits, zone changes; meets and confers with government officials and the public on planning matters.

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 urban planning or closely related field; two (2) years of recent experience in long-range or current planning, preferably with a public agency; a master's degree in urban planning or a closely related field may be substituted for one (1) year of required experience.

(continued)

Knowledge of: principles and practices of urban planning and zoning; laws underlying general plans, zoning and land divisions environment; current literature, information sources and research techniques in the field of urban planning; applicable environmental laws and regulations; a general understanding of the concepts of architecture, landscaping, grading, drainage and traffic engineering so as to interpret and communicate with these professions as they relate to the planning process;

Ability to: read, comprehend and analyze source materials on planning, land use, environmental, social economic or architectural topics; develop and present logical staff recommendations based on research, discussion and observation; meet and deal with a variety of people on matters related to land development, social relationships, environmental impact or economic consequences; communicate clearly and concisely, both orally and in writing; perform professional planning work with a minimum of supervision; analyze and systematically compile technical and statistical information and to prepare technical reports; provide functional supervision to subordinate personnel; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

DESIRABLE:

Master's degree in planning or closely related field; knowledge of economics, sociology, statistics, design and municipal finance as applied to urban planning; valid California Class C driver's license.