



## **Town of Hillsborough Position Description Assistant Planner**

Department: Building and Planning  
FLSA Status: Non-exempt,  
Paraprofessional

Bargaining Unit: Unrepresented  
Revision Date: 5/10/04, 12/10/07, 4/2/08

### **GENERAL PURPOSE**

To perform paraprofessional level work in the field of current or advance planning; to conduct special projects and research as assigned; and to prepare reports and recommendations relative to assigned areas of responsibility.

### **Assistant Planner**

This is the entry-level class in the Planning series and receives general supervision from the Director of Planning and Building. This class is distinguished from the Associate Planner by the performance of the more routine professional tasks and duties assigned to position within this series. Employees at this level are not expected to perform with the same level of independence of direction and judgment on matters related to established procedures and guidelines as are tasks assigned to the Associate level. As this is an entry level position, employees may only have limited work experience. Employees work under immediate supervision while learning tasks. This is a Fair Labor Standards Act (FLSA) non-exempt position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

With Supervisor guidance:

- Perform paraprofessional level work in the field of planning, zoning, and design review.
- Prepare public notices for public hearings.
- Gather and maintain demographic data and other related statistics.
- Compile information and make recommendations on development proposals and special studies; prepare technical and complex reports; perform technical research and give reliable advice on planning and design review issues.
- Provide staff support to the City Council, the Architecture and Design Review Board, the development community, citizen and community groups, outside agencies, and staff.
- Review development proposals for conformance with appropriate regulations and guidelines; prepare reports including recommendations.
- Check development plans for zoning conformity; process permit applications; maintain project review and processing schedules, conduct site visits.
- Confer with and advise property owners, architects, builders, attorneys, contractors, engineers, and the general public regarding Town development policies, guidelines and standards.
- Research, draft and understand resolutions and ordinances.
- Evaluate environmental information.
- Assist Town staff in the enforcement of local ordinances and policies and interpreting city codes and master plans.
- Performs other related duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

Ability to demonstrate tact and diplomacy with public; prepare reports and graphic presentations; prepare accurate maps, plans, charts and tables; learn applicable environmental and other appropriate laws and regulations; analyze and compile technical and statistical information and prepare appropriate reports; use word processing, database, and other related software applications; establish and maintain effective working relationships with those contacted in course of work; communicate in English clearly and concisely, both orally and in writing. Possession of or ability to obtain and maintain a valid California driver's license.

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

### **Experience**

Two years of entry level professional planning experience (i.e. Planning Technician).

### **Education**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning or closely related field.

Basic knowledge of principles and practices of urban planning and design; research and investigation procedures and techniques; zoning laws, including their formation, process of adoption, and enforcement; planning programs and processes; personal computers and GIS applications; drafting and graphic presentations; statistical and research methods as applied to the collection, analysis and presentation of planning data and information. Possess skill in the area of drafting and designing.

City Manager: \_\_\_\_\_

Date: \_\_\_\_\_