



## Town of Hillsborough Position Description Associate Planner

Department: Building and Planning  
FLSA Status: Exempt, Professional

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

### **GENERAL PURPOSE**

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

#### Associate Planner

This is the full journey level class within the Planning series and receives general direction from the Director of Planning and Building. This class is distinguished from the Assistant Planner by the full range of professional duties in the planning field. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the functional work area. Positions in this class are normally filled by advancement from the Assistant Planner level. When filled from the outside, the applicant should possess four (4) years of previous professional experience. Attainment of AICP designation is desirable. This is a Fair Labor Standards Act (FLSA) exempt position.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform professional level work in the field of planning, zoning, and design review.
- 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**

Four (4) years of previous professional planning or related work experience. Attainment of AICP designation is highly desirable. A Master's degree in a planning or related field may substitute for two (2) years of previous work experience.

**Education**

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

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: \_\_\_\_\_