

TOWN OF PORTOLA VALLEY
ASSISTANT PLANNER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction from the Planning Director, perform professional level work in land use areas including Planning, Building, and Public Works; provide customer service related to land use and permitting process; receive, review and process various plans and permits, and perform zoning plan review. This is the journey level class in the Planning Department and is distinguished from the Planning Technician level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class may be flexibly staffed by advancement from the Planning Technician II classification.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provide information and direction to the public related to planning, building, and permit processing via telephone, e-mail, and front counter.
- Perform plan checks; review, log-in, and coordinate routing of various plans and permits ensuring follow-up design review items are submitted.
- Perform duties of staff liaison to the Architectural and Site Control Commission including, but not limited to, preparation of agendas, staff reports, hearing notifications and follow-up on action items; perform plan reviews for zoning and conditions as set forth by the ASCC; coordinate review and routing of plans and permits; ensure all required documents and all ASCC follow-up items are submitted and complete; prepare all permit issuance documents and letters; coordinate pre-construction meetings.
- Provide guidance and mentoring for Planning Technician position.
- Review development proposals and prepare staff reports to the Town Council, Planning Commission, ASCC and other committees.
- Make presentations to the Town Council, Planning Commission, ASCC, other Town committees, community groups and to the development community.
- Provide front counter assistance to residents, general public, vendors, contractors, architects or other professionals or office visitors and provide information within area of assignment; respond to requests for information and distribute appropriate forms, manuals, pamphlets or documents; accept applications and documents.
- Maintain regular contact with planning consultants regarding status of development projects.
- Evaluate environmental information and recommends mitigation measures to reduce adverse impacts of development.

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- Calculate, receive and process fees for permits, documents, and other payments as required.
- Serve as Planning Department representative for building permit pre-construction meetings; explain planning approval conditions and regulations.
- Oversee Fund 96 deposit accounts; review and approve payments to consultants; track expenditures to ensure sufficient funds are on deposit; request additional funds to cover expenses; authorize refunds.
- Oversee the Town's Green Building Ordinance, including verification of project point calculations and certifications and assist public, architects, etc. with green building inquiries and education.
- Oversee the Town's Construction and Demolition Debris ordinance, including debris calculations, account management, and recycling compliance.
- Respond to various code enforcement issues through site inspections, written correspondence and verbal communications.
- Conduct project inspections to ensure conformance with conditions and ordinances.
- Update and maintain a variety of planning related databases.
- Create and plot maps and gather geographic data utilizing the Town's Geographic Information System.
- Type, proofread and word process a variety of correspondence, letters, forms, minutes and documents from rough drafts, verbal instruction; compile data and prepare various reports.
- Perform basic research, data gathering and basic analysis for written reports for staff and the public.
- Develop and maintain filing systems and records; modify systems as appropriate.
- Build and maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service.
- Assist in a variety of department operations and perform special assignments as assigned.
- Respond to emergency situations as required.
- Attend and participate in-group meetings; stay abreast of new developments within assigned area of responsibility.
- May serve on and/or provide technical and support staff assistance to various Town committees and task forces.
- Perform related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of land use permitting, Town's Municipal Code, Town's General Plan, and pertinent local, state, and federal laws, codes, and regulations.
- Proper use of English for business and report writing; proper use of spelling, punctuation and grammar

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- Office administrative practices and procedures
- Customer service principles.
- Principles of basic site planning, architectural and engineering drawings, and map reading.
- Principles and procedures of financial record keeping and reporting.
- Modern office procedures, methods, and computer equipment including Geographic Information Systems.

Ability to:

- Learn, interpret, apply, and explain local, state, and federal regulations and standards related to land use.
- Read and understand complex construction plans, maps, and specifications to ensure accuracy.
- Perform responsible administrative work involving the use of independent judgment.
- Research, compile, analyze, interpret and prepare a variety of reports.
- Prepare correspondence and memoranda.
- Make accurate mathematical calculations.
- Effectively respond to requests and inquiries from staff and the general public.
- Understand and follow oral and written instructions.
- Work independently with limited supervision.
- Communicate clearly and concisely, both orally and written.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Operate modern office equipment (e.g., computers, copy machines, faxes, etc.).
- Type or enter data on a computer at a speed necessary for successful job performance.
- Maintain accurate records and files.
- Prioritize work, perform multiple tasks simultaneously and meet deadlines.
- Know and understand all aspects of job.
- Interpret, apply, and explain advanced regulations and standards related to land use.
- Respond to and assist in the resolution of difficult and sensitive development related inquiries and complaints.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education: A Bachelor's degree from an accredited college or university with major course work in land-use planning, urban planning, landscape architecture or a closely related field. A Master's degree is highly desirable but not required.

Experience: Two years of increasingly responsible experience performing technical planning duties similar to that of a Planning Technician II with the Town of Portola Valley.

Licenses or Certificates: Possession of, or ability to obtain, a valid California Driver's License; ICS 100, 200, and 700 certification; AB1234 certification. AICP certification and/or ICBO Permit Technician Certificate desired but not required.

FLSA STATUS

This classification is non-exempt from the Fair Labor Standards Act (FLSA).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting. CONTINUOUS work indoors in close proximity to co-workers and members of the public. Work schedule is standard business hours (currently 37.5 hours per week and may be amended or prorated) and frequent after-hours meetings. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Work is performed indoors in office and in meeting rooms, occasional assignments outside and field visits in hilly terrain.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.