

JOB DESCRIPTION

City of Patterson



Human Resources

CITY PLANNER

JOB SUMMARY

*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.*

Under the minimal direction of the Director of Community Development, the City Planner performs a variety of professional and technical research and analysis work in the field of current and advanced planning, land use, economic development, waste and storm water planning, environmental compliance and related topics; reviews and manages the City's housing programs (e.g. Community Development Block Grant programs); researches, prepares and completes various assigned planning studies, projects and reports; explains planning rules, regulations, ordinances, and policies as they relate to construction, the use of buildings and the use of land to the public; has responsibility for inter-departmental coordination and coordination of Planning Division activities with outside agencies; and performs related duties as required and special projects as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from the Director of Community Development.

Provides oversight and guidance for the general functions of the Community Development Department.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Advises and confers with builders, engineers, contractors, architects, and the public concerning City development policies, procedures, interpretation, and application of City planning policies and ordinances, and conditions imposed on approved applications.

Reviews and manages the City's housing programs, assisting with the implementation of grant programs such as the Community Development Block Grant.

Oversees and coordinates general departmental functions; provides training and guidance as needed to less experienced staff; and performs related duties as required.

Researches, analyze, and interpret social, economic, population and land use data and trends.

Researches and writes amendments to the City's zoning ordinance.

Participates in preparing initial studies, negative declarations and reviewing of environmental impact reports.

Makes recommendations on development permits, special use permits, general plan amendments, re-zonings, variances, and other zoning applications.

Attends all appropriate public meetings and make presentations as required.

Performs related duties as required and/or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of: Principles, procedures, standards, practices, information sources, and trends in the field of urban and municipal planning and environmental planning and development; social, environmental and economic principles, and their application to urban and municipal development and conservation; research methodology including methods of gathering, compiling, and analyzing data required for planning studies; and standard statistical methods and procedures as they apply to socio-economic and environmental data.

Knowledge of: Legal guidelines for planning, zoning, subdivisions, and environmental review; municipal government and its coordinative relationship to County government; effective use of a computer and various software programs and electronic information systems including word processing, spreadsheets, and database management; English vocabulary, grammar, and sentence structure sufficient to communicate clearly with contractors, the public, government entities and consultants; preparation of reports and making effective presentations when required.

Ability to: Constructively evaluate plans, graphic designs, and development solutions to meet City standards; perform and coordinate technical current and project planning activities and prepare reports; objectively understand and review plans for compliance with building and site planning design guidelines and code requirements; understand and develop current knowledge in special areas such as environment, transportation, population growth and density; select proper methodology and apply it to planning problems; prepare a variety of clear, concise and complete technical documents, statistical and administrative reports, correspondence and accurate maps, plans, charts, graphs tables and other written materials; present the results of research effectively in oral, written, or graphic form; read and interpret maps and legal property descriptions; understand, interpret and explain a variety of laws, regulations, ordinances, policies, and procedures; read, speak, write, and comprehend English at a level necessary to explain complex policies and instructions into plain language and communicate effectively with the public, elected officials, executives, other departments, agencies, and government organizations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; and

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass pre-employment examinations which may include various position related background, reference, fingerprinting, medical, physical agility, second language ability, certificate or license verifications.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training, and experience which would likely provide the required knowledge, skills, and abilities. Normally this would include:

Education: Possession of a Bachelor's Degree in Urban or Regional Planning, Urban Geography, Architecture, or a closely related field.

Experience: The equivalent of five (5) years of experience in a municipal or government planning department conducting research and analysis of urban and municipal planning and environmental issues related to zoning and building and land use including the review and preparation of environmental documents and permit applications.

License: Possession of a driver's license at the appropriate level including necessary special endorsements required by the State of California may be required for some positions to perform the essential job functions of the position.

PHYSICAL REQUIREMENTS

Environmental Conditions: Work is performed in a standard office environment.

Physical Conditions: Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, grasping, and making repetitive hand movement in the performance of daily activities. Acute hearing is required when providing phone and personal services.

FLSA Exemption Status: Exempt

Revised: August 2022