

CITY OF CALEXICO

CLASS TITLE: PLANNER

BASIC FUNCTION:

Under the direction of the Planning Manager, perform a variety of professional planning activities in support of City development projects including project and application review and analysis; review, analyze and process building permit applications to determine compliance; provide consultation concerning planning, building, development and related land use, environmental, permit and municipal matters; conduct pre-planning and final inspections for building permits.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of professional planning activities in support of City development projects including project and application review and analysis; review and determine appropriate response to small to medium projects; assist in assuring related projects and activities comply with established laws, codes, ordinances, regulations, policies and procedures.

Review, analyze and process building permit applications and related projects and documentation to determine compliance with zoning ordinances and General Plan requirements; review applications for accuracy, completeness and compliance with established plans, laws, codes, ordinances, policies and requirements; recommend approval or denial of planning projects as appropriate.

Provide consultation to the public concerning planning, building, development, and related land use, environmental, permit, growth and municipal matters; respond to inquiries and provide detailed and technical information concerning related projects, plans, applications, permits, standards, building systems, requirements, processes, laws, ordinances, regulations, policies and procedures.

Conduct pre-planning inspections before issuance of permits and final inspections following permit approval; receive, prioritize and respond to building inspection requests; inspect sites for conformity to development plan approval standards; interpret and enforce development standards and planning objectives established in the General Plan, zoning ordinance, and other specifications.

Receive, review and process a variety of land use permits such as CUP's, Zone Changes, General Plan Amendments and Variances; identify compliance issues and violations, and recommend corrective actions; keep developers current concerning project status.

Investigate, analyze and determine the municipal and environmental impact of proposed land use and development projects in accordance with California Environmental Quality Act (CEQA) requirements; assist the Planning Director with the preparation of initial studies, Negative Declarations, and Environmental Impact Reports; prepare site plans for illustration purposes.

Compile information and prepare and maintain a variety of records, reports and files related to planning, building, permits, projects and assigned activities; assist in the preparation and design of various planning documents and specifications.

Participate in the investigation, analysis and resolution of planning, land use, environmental, construction and permit issues and disputes.

Communicate with City personnel, administrators, various outside agencies and the public to exchange information and coordinate activities.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Maintain current knowledge of trends, innovations and practices, and local, State and federal laws, codes, ordinances, regulations and pending legislature related to planning activities.

Attend and participate in a variety of committees to facilitate citizen input into the planning process; record and take minutes for the Planning Commission as directed.

Prepare and process Planning Commission requisitions for payment and signatures.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standards, principles, practices, procedures and techniques involved in determining building permit compliance with zoning ordinances and General Plan requirements.

Principles and practices of municipal planning and zoning.

Planning and land development examination, analysis and review practices and procedures.

Applicable zoning codes, City ordinances, CEQA requirements and planning standards.

Applicable local and State laws, codes, regulations, policies and procedures.

Research, record-keeping and report writing techniques.

City and State standards and requirements concerning planning programs and functions.

Survey, study and statistical analysis instruments, techniques and methodology.

Practices and procedures involved in the investigation and resolution of planning, land use, environmental, construction and permit issues and disputes.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

- Perform a variety of professional planning activities in support of City development projects.
- Review, analyze and process building permit applications and related projects and documentation to determine compliance with zoning ordinances and General Plan requirements.
- Recommend approval or denial of planning projects as appropriate.
- Provide consultation to the public concerning planning, building, development, and related land use, environmental, permit, growth and municipal matters.
- Interpret, apply and explain laws, codes, ordinances, regulations, policies and procedures.
- Conduct pre-planning and final inspections for building permits.
- Investigate, analyze and determine the municipal and environmental impact of proposed land use and development projects in accordance with the CEQA requirements.
- Resolve planning issues, disputes and conflicts in a proper and timely manner.
- Prepare comprehensive narrative and statistical reports.
- Operate a computer and assigned software.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Maintain records and files related to assigned activities.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to bachelor's degree in planning, architecture or related field and two years' experience performing municipal planning functions including work with compliance issues

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time. Walking during site inspections.