

**JUNIOR PLANNER  
ASSISTANT PLANNER  
ASSOCIATE 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 supervision (Junior Planner), general supervision (Assistant Planner), or direction (Associate Planner), performs professional level work in the fields of current and advance planning; conducts special projects and research as assigned; prepares reports and recommendations relative to assigned area of responsibility; and interprets economic development, planning and zoning for the public and other departments.

**DISTINGUISHING CHARACTERISTICS**

**Junior Planner** - This is the entry level class in the Planner series. This class is distinguished from the Assistant Planner by the performance of the more routine tasks and duties assigned to employees within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Incumbents perform planning projects of easy to average difficulty, including routine professional and non-professional assignments. Advancement to the Assistant Planner level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required certifications, and is at the discretion of higher level supervisory or management staff.

**Assistant Planner** - This is the second level class in the Planner series. This class is distinguished from the Associate Planner by the performance of more routine tasks and duties. Employees work independently, receiving only occasional instruction or assistance. Incumbents are responsible for a variety of planning projects of average difficulty and are expected to direct them to completion. Advancement to the Associate Planner level is based on management judgment, and requires considerable knowledge of all aspects of urban planning including zoning, land use, environmental regulations, and the General Plan and Municipal Code.

**Associate Planner** - This is the full journey level class in the Planner series. Employees within this class are distinguished from the Assistant Planner by the performance of the full range of urban planning duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

**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.*

1. Perform responsible professional planning work in the review of development proposals and both short and long-range planning and economic development studies.
2. Respond to inquiries from the general public regarding property, development projects, and planning and code questions at a public counter and over the phone; review plan submittals.

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3. Process development applications for General Plan amendments, rezones, use permits, tentative maps, final development plans, and design review; review proposals for consistency with applicable codes and policies.
4. Review and sign off on business license requests and administrative use permits; perform plan review and issuance of some building permits.
5. Coordinate work with other City departments and outside agencies.
6. Prepare GIS maps, charts, diagrams and other documents for reports and public hearing notices.
7. Research and prepare complex reports on a wide range of planning issues, including staff reports, zoning verification letters, and CEQA documents; prepare environmental determinations.
8. May conduct site inspections to investigate a new or approved project for compliance with conditions of approval.
9. Manage and maintain records for development projects.
10. May attend and/or make presentations at City Council, Planning Commission, Design Review Board, and community group meetings.
11. Coordinate and maintain current and advance planning programs related to general plan revisions, annexations, zoning ordinance revisions, economic development and downtown revitalization.
12. May serve as project manager for major studies or special projects performed under contract related to area plans and economic development programs.
13. File and prepare grant applications and track progress of grant approvals.
14. Analyze statistical data, such as long-range transportation, population characteristics, growth trends and other data.
15. Perform research on a variety of planning issues; prepare and/or revise planning ordinances.
16. May work with consultants and manage budgets on a project basis.
17. Perform planning and zoning studies.
18. Train subordinate professional personnel as assigned.
19. Perform related duties as required.

**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 urban planning, economic development, and zoning administration.
- Basic principles and practices of municipal budget preparation and administration.
- Environmental review procedures.
- Statistical and research methods applied to the collection and analysis of data pertinent to planning.
- Principles of mathematics and statistics.
- Principles and techniques of project management.
- Principles and techniques of research and analysis.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local codes, laws, and regulations.

**Ability to:**

- Assume responsibility for planning activities on multiple projects.
- Prepare long-range planning studies.
- Prepare maps and other graphics using GIS.
- Engage in professional planning design work.
- Prepare reports, proposals and written materials of an analytical, budgetary, financial, technical and evaluative nature.
- Interpret planning and zoning programs to the general public.
- Explain City policies, practices and objectives to diverse public and private agencies, organizations as individuals.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Collect, analyze and compile technical, statistical and related information pertaining to planning, zoning, environmental research and CDBG programs.
- Construct maps, charts and other visual aids using GIS; prepare written reports; follow written and oral instructions.
- Speak effectively in public.
- Work with and manage consultants and project budgets.
- Make sound analysis, evaluations and recommendations on matters relating to City planning or downtown development and economic development.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations.
- Prepare concise oral and written reports.
- Respond to requests and inquiries from the general public.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Meet critical deadlines while working with frequent interruptions.
- Plan and organize work to meet changing priorities and deadlines.
- Manage a wide variety of planning/economic development related projects.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Junior Planner**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, or a related field.

**Experience:**

One year of experience in public agency planning work is desirable.

**Assistant Planner**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, or a related field.

**Experience:**

Two years of increasingly responsible professional current and/or advance planning experience comparable to that of a Junior Planner with the City of Antioch.

**Associate Planner**

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, or a related field.

**Experience:**

Two years of increasingly responsible professional current and/or advance planning experience comparable to that of an Assistant Planner with the City of Antioch.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**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:** Work is performed primarily in a standard office setting with occasional exposure to an outdoor field setting and travel from site to site; incumbents may be required to work extended hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office and outdoor field setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

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Revised: November 2006; June 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.