

## **ASSOCIATE PLANNER**

### **DEFINITION**

The Associate Planner is a full journey level classification within the Professional Planner series. Employees within this class are distinguished from the Assistant Planner by the performance of the full range of duties as assigned including complex plans examination, policy development, and advanced report preparation. 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. Positions in this class are flexibly staffed and may be filled by advancement from the Assistant Planner level, or when filled from the outside, have prior experience.

### **DISTINGUISHING CHARACTERISTICS**

The Associate Planner has responsibility to serve as primary back up to the Planning Director/Chief Building Official.

### **SUPERVISION RECEIVED/EXERCISED**

Policy direction is provided by the Town Manager and administrative direction is provided by the Planning Director/Chief Building Official. May perform other duties and special projects as assigned by the Town Manager or Planning Director/Chief Building Official.

### **ESSENTIAL DUTIES**

Duties may include, but are not limited to the following: Review land use applications and development proposals; review applications for compliance with applicable local, State and federal regulations; review and prepare environmental documents. Provide planning and zoning information to the public; answer questions and respond to complaints; explain application procedures to public and assist them in following established application procedures; writing routine staff reports analyzing project applications in regard to the General Plan and the, Zoning and Design Ordinance. Prepare legal notices for public hearings; prepare clear and concise reports for a variety of land use applications and planning topics; present reports before Town Council and the Zoning Design Review Board; sign ordinance review. Oversee the investigation of code compliance matters; draft certain administrative procedures as required; coordinate with building inspection staff and other departments and agencies; draft ordinances and amendments. Perform related duties and responsibilities as required.

### **OTHER DUTIES**

Responsible for developing, improving and implementing various communication tools for the Town including: newsletters, brochures, and special informational bulletins; will assist or work in conjunction with other departments; may assist in the development of public works and community projects such as park renovation and master plans; provide committee assistance as directed, help coordinate various Town projects with other staff, consultants, and agencies; prepare and write grants as directed.

## **QUALIFICATIONS**

### **Experience/Education**

A Bachelors degree in regional or urban planning, geography, architecture or a closely related field is preferred, and a minimum of two years planning experience is required. Computer knowledge and skills is highly desirable.

### **Knowledge/Ability**

Comprehensive knowledge of modern principles and practices of urban planning and development, including municipal program development and administration; methods and techniques of effective technical report preparation and presentation; research methods and sources of information related to urban growth and development; recent developments, current literature and sources of information related to municipal planning and administration; pertinent federal, State, and local rules, regulations, and ordinance. Laws underlying general plans, zoning and land divisions. General knowledge of budgeting procedures; techniques, principles, and practices of supervision, training, and personnel management. Ability to identify a wide variety of interests in the development of the land use policy; ensure program compliance with federal, State, and local rules, laws, and regulations; interpret and apply pertinent laws, rules, and regulations; prepare and analyze technical and administrative reports, statements, and correspondence; establish and maintain cooperative working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

### **Working Conditions**

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and crouching in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in reading maps, writing reports, and using a computer key board. Additionally, the position requires near, far, and color vision in reading maps, reports, using the computer, inspecting property, and acute hearing is required when providing phone and counter service. The need to lift, carry, and push plans, file boxes, and to set up tables weighing up to 25 pounds also is required. The nature of the work requires the incumbent to visit properties and make site reviews in all weather conditions including wet, hot, and cold and exposes the incumbent to fumes, dust, contaminants, and above average noise. The incumbent also must be available to be called for local emergencies, attend meetings in various other towns and cities, work irregular or extended hours to attend various committee meetings and work with constant interruptions, and at times, with demanding, angry, and difficult clients when discussing and enforcing codes.