



CITY OF COLUSA

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City of Colusa
FLSA Status: Exempt

Established: October 17, 2023
Unit: Mid Management.

City Planner

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

DEFINITION

Under general direction of the City Manager, to provide professional level planning services and to do other work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Planner series. This class is distinguished from the Associate Planner by the performance of the more routine professional tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Associate level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the City Manager and other Department Heads
- May exercise technical and functional supervision over clerical, technical personnel and consultants.

EXAMPLES OF ESSENTIAL FUNCTIONS

The following are required duties for this classification. However, employees may be required to perform other related duties at an equivalent level.

Perform professional level work in the field of planning, zoning and design and environmental review; evaluate project applications for variances, conditional use permits, subdivision approval, design review, lot line adjustment, etc. relative to zoning, environmental and other legal requirements including code compliance.

Process applications from submission through construction, making recommendations about conditions, approval/denial; conduct field review as necessary to assure compliance with approval conditions; and review and approve building and sign permits and business licenses.

Participate in the production of major planning documents such as the city's General Plan, community plans, environmental documents, and specialized plans as necessary.

Gather and maintain demographic data and other related statistics; research, analyze, and interpret social, economic, population and land use data and trends; compile information and make recommendations on special studies; prepare technical and complex reports.

Coordinate with other city departments and public agencies; meet with applicants as necessary and correspond with applicants and/or their representatives regarding project status; and write staff reports. and make presentations of findings and recommendations at public hearings and to public bodies.

Review development proposals requests made to the Community Development Division for conformance with appropriate regulations; prepare reports of findings and recommendations. Attend meetings of the Planning Commission and/or City Council, as necessary.

Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards; assist the public with information at the public counter and by telephone regarding applicable statutes, regulations, and procedures.

Responds to and investigates complaints regarding violations of City zoning and nuisance ordinances; issues notices of violations; stipulates necessary changes for ordinance compliance; takes appropriate action to ensure compliance.

Prepare graphic displays; research and draft ordinances for review.

Build and maintain positive working relationships with co-workers, other city employees, and the public using principles of good customer service.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of land use planning and development.

Principles of environmental planning and administration of environmental policies.

Research and investigation procedures.

Statistical and research methods as applied to the collection, analysis and presentation of planning data.

Modern office procedures, methods, and computer equipment.

English usage, spelling, grammar, and punctuation.

Arithmetic, basic statistics, and mathematical calculations

Ability to:

Perform professional level work in the field of current or advanced planning, zoning and design and environmental review

On a continuous basis sit at desk for long periods of time; intermittently stand at counter for long periods of time; twist and reach office equipment; write and use keyboard to communicate through written measures; and occasionally lift moderate weight.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe planning activities and problem solve when appropriate; understand, interpret and explain applicable ordinances and statues and department policies and procedures; visually differentiate between colors on land use maps.

Compile, analyze and evaluate technical, statistical and economic information; read and interpret maps and legal property descriptions.

Obtain information through interview and questioning; work courteously and firmly with the public; work effectively with interruption.

Learn applicable environmental laws and regulations.

Communicate clearly and concisely, both orally and in writing

Use computers for word processing, spreadsheet, and data base applications.

Establish and maintain effective work relationships with those contacted in the course of work.

Training and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

One year or more of professional planning experience; or State certified in urban planning or the ability to get certified within 24 months of hire.

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, natural resource management, or a closely related field.

Possession of a California driver's license

(The contents of this classification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment)