



**JUNE 2021
FLSA: NON-EXEMPT**

CITY PLANNER I/II

DEFINITION

Under direct and general supervision, performs professional office and field work involved in planning, zoning, and land use matters; interprets and enforces various zoning regulations of the City; completes technical assessments and prepares written project analyses; provides professional advice and assistance to the public on planning, community development, zoning, and permits; and performs other work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Community Development Director. Exercises no supervision of staff.

CLASS CHARACTERISTICS

Planner I: This is the entry-level classification in the planning series. Initially under close supervision, incumbents learn and perform a variety of professional office and field work related to the interpretation, application and enforcement of City planning codes, environmental analysis, ordinances and regulations and the City's General Plan. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Planner II: This is the journey-level of the planning series, able, under general supervision, to perform the full scope of general planning duties required. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions 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. The positions in the Planner class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring two (2) additional years of experience and after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Implement the planning and building policies and programs of the City as embodied in the City of Sonora General Plan, the Sonora Municipal Code, and other regulations as adopted by the City.

- Develop maps, charts, graphs used in planning studies and reports; compile, arrange, analyze and interpret data; conduct comparative studies of land use, population structure, and economic activity; prepare technical reports, specifications, and drawings.
- Answer inquiries and assist the public in matters relating to planning and environmental review; provide zoning, general plan and subdivision information. Research and present information to the public.
- Receive and process a variety of planning applications and documents; review applications for conformance with regulations, codes, project specifications, and environmental protocols. In coordination with the Community Development Director analyze plans and information, and recommend approval or modifications.
- Review parcel maps and tentative maps for consistency with subdivision and zoning regulations. Process various land division applications.
- Prepare project reports for presentation to the Sonora Planning Commission and City Council.
- Prepare zoning ordinance amendments in coordination with the Community Development Director.
- Attend and participate in all Sonora Planning Commission Meetings and City Council Meetings as needed. Attend and participate in other meetings as assigned.
- Review building, landscape, and civil plans for consistency with zoning regulations and compliance with conditions of project approval.
- Assist with Community Development Department telephone and public counter coverage.
- Assist the Community Development Director with amendments to the General Plan and other City regulations.
- Assist the Community Development Director in the administration and implementation of grants, programs, events and projects.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Planner I:

- Modern principles and practices of technical and legal issues of urban and regional planning, zoning, urban economics, demographics, and environmental planning and program management.
- Geographic, socio-economic, transportation, political, and other elements related to city planning. Comprehensive plans and current planning processes and the development process.
- Site planning and architectural design principles.
- General concepts of architecture, landscaping, grading, drainage, and traffic and transportation engineering as they relate to the process of urban planning.
- Operational characteristics, services, and activities of a comprehensive environmental planning program.
- Researching and reporting methods, techniques, and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Planner II: (In addition to the above)

- Federal, State and City laws, codes, rules, regulations and standards affecting planning, zoning, land development and other programs of the department.
- City and department policies and procedures.
- Methods, practices and procedures used in current and advanced planning operations.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Planning terminology and technical report writing requirements related to planning.
- Project management and contract administration principles and techniques.
- Basic Geographic Information Systems technology.
- Environmental / biological issues impacting planning activities.
- Grant administration and implementation.

Ability to:

- Works under the general supervision of the Community Development Director, and performs professional planning functions for the orderly development, redevelopment and growth of the City. Provide administrative and technical support to Department Director. Coordinates division activities in the absence of the Community Development Director.
- Performs professional planning functions under the general guidance of the Community Development Director and acts as staff planner to the Planning Commission preparing meeting schedules and agendas, maps, photographs and graphic materials; analyzes, processes, and formulates staff recommendations for development applications; prepares staff reports for zoning, variances, appeals, site plans, and Conditional Use applications, annexations, etc.
- Participates in public meetings, prepares and makes presentations at public meetings to the Planning Commission, City Council and meetings relating to development applications, variances, appeals, zoning amendments and insures that accurate records are kept.
- Coordinates with the City Attorney, City Engineer, building officials, Planning Commission, and other officials in matters relating to planning and zoning and development in the City.
- Assists with the preparation, revision and update of the City General Plan, zoning ordinance, subdivision ordinance, sign code and other ordinances that relate to City growth, and development; gathers and analyzes statistical data; and prepares written reports and makes oral presentations.
- Conducts the Planning Review Meeting for new development represented by various city departments, developers, architects, engineers, and other public officials; coordinates with the City and other municipal planning agencies to resolve problems.

- Meets with the public, developers, architects, engineers, realtors, and City officials regarding land use development, sign code, variances, general planning and zoning and subdivision ordinance information.
- Reviews zoning approval for building permits, sign permits, and occasionally business licenses for various locations throughout the City for compliance with city zoning regulations; analyzes and approves building permit plans to insure compliance with existing ordinances.
- Provides information to keep the Zoning and Land Use maps up to date.
- Coordinate with or assist as needed the Code Enforcement officer regarding zoning violations, business license review, on-site improvements; inspect site improvements with regard to zoning requirements for final occupancy permits.
- Administer Federal and State grants; implement related State and local projects.
- Performs related duties as assigned.

Education and Experience:

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

Planner I: Equivalent to graduation from an accredited four-year college or university with major coursework in planning, urban development, architecture, public, business, or a closely related field or equivalent combination of education, training, and experience in municipal planning and/or public sector development services.

Planner II: Equivalent to graduation from an accredited four-year college or university with major coursework in planning, urban development, architecture, public, business, or a closely related field. and five (5) years of experience in municipal planning and/or public sector development services.

Licenses and Certificates:

Possession of a valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect development sites, including traversing uneven terrain, climbing stairs, and other temporary or construction access points; to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification with occasional field work such as inspecting development sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.