

# CITY OF FOLSOM

## PLANNER I/II (Assistant/Associate)

### **DEFINITION**

Under general supervision and direction, compile, analyze, and prepare planning data and staff reports for the Planning Commission, Historic District Commission, and Architectural Review Commission. Planner IIs may oversee, monitor, and/or direct the work of lower level personnel.

### **DISTINGUISHING CHARACTERISTICS**

The Planner I is the entry-level class of the professional level Planner series. Initially under close supervision, the incumbents perform the more routine duties while learning city policies and procedures and becoming familiar with the variety of departmental systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. This class is flexibly staffed with Planner II and incumbents may advance to the higher level after two years and demonstrating proficiency that meets the qualifications.

The Planner II is the experienced/journey level class in the series, fully competent to independently perform duties. This class is distinguished from those in the lower classification of Planner I by the relative independence with which they perform their duties of compiling, analyzing, and preparing planning data and staff reports. This class is distinguished from the Senior Planner in that the latter serves either as the senior or advanced level specialist in the series.

### **EXAMPLES OF ESSENTIAL DUTIES**

**NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.**

- Compile, analyze, and present data in the form of written, graphic, or oral reports for the use of the Director, Planning Commission, City Council, or special committees on a range of urban planning matters.
- Analyze proposed development projects for conformance with adopted city plans, city design/architectural guidelines and standards, applicable codes and ordinances, and other regulations.
- Analyze proposed subdivision and parcel maps and suggest revisions or alternatives for the redesign of maps as necessary to conform to city standards.
- Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards.
- Respond to citizen complaints concerning potential violations of city codes and ordinances.

- Provide information or assistance to others engaged in drafting plans, preparing zoning and land use maps, and compiling survey data for reports.
- Plan and formulate studies relative to the conservation of natural resources, utilization of land, the proposed development of streets, highways and transportation systems, public services and facilities, public buildings, housing conditions and needs, and procedure to be followed.
- Develop and review various reports, such as Environmental Impact Reports.
- Recommend policies and alternative courses of action for staff, Historical District Commission, and Planning Commission.
- Perform related duties as assigned.

### **EMPLOYMENT STANDARDS**

**NOTE: The level and scope of the knowledge and abilities listed below are related to job duties as defined under “Distinguishing Characteristics.”**

#### **Knowledge of:**

- Principles and practices of urban planning and development.
- Current trends in federal, state, and local planning.
- State and federal planning and environmental laws.
- Statistical and research methods as applied to the collection, analysis, and presentation of planning data.
- Architectural drawing and graphic illustrations.
- Modern office methods, practices, procedures, and computer equipment.
- Dispute resolution techniques related to city planning such as environmental planning, urban studies, and public administration.
- Common word processing, spreadsheet, and database software.

#### **Ability to:**

- Collect, analyze, organize, and present economic, environmental, demographic, and other facts and statistics pertaining to planning and zoning research.
- Understand and apply the adopted city plans, codes, ordinances, and other materials in evaluating specific projects or plan elements.
- Interpret planning and zoning programs to the general public.
- Prepare accurate maps, plans, charts, graphs, and tables.
- Read and interpret maps, blueprints, and design drawings.
- Utilize research methods and techniques, including statistics and statistical analysis.
- Develop and adhere to project time lines.
- Conduct public meetings and reach consensus through application of group process skills.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Planner I**

**Education:**

A bachelor's degree in planning, urban design, or a closely related field from an accredited college or university.

**Experience:**

One (1) year of full-time experience performing technical planning duties.

**Substitution:**

Additional qualifying experience can substitute for the required education on a year-for-year basis.

**Planner II**

**Education:**

A bachelor's degree in planning, urban design, or a closely related field from an accredited college or university.

**Experience:**

One (1) year of full-time experience as a Planner I with the City of Folsom.

OR

Four (4) years of full-time experience as a Planning Technician with the City of Folsom.

OR

Two (2) years of full-time professional urban planning experience.

**Substitution:**

Additional qualifying experience can substitute for the required education on a year-for-year basis.

**License, Certificate, Registration Requirements:**

Possession of, or ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**Physical Requirements:**

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and

concentration; frequent public and/or coworker contact; occasional working alone. (7)  
Environmental: frequent exposure to noise.

**Information Block**

Class Code:

FLSA Status:

Established:

Revised:

Retitled:

Workers Compensation Code

Bargaining Unit: