

CITY OF GLENDALE

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| TITLE: | Associate Planner | CLASS CODE: | 541 |
| REPORTS TO: | Planning Manager | GRADE: | 24 |
| DEPARTMENT: | Planning | FLSA: | E |

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY

Performs entry-level professional planning work and acts as project manager on routine planning and development projects for the Planning Department.

ESSENTIAL FUNCTIONS

1. Manages routine planning and development projects, which includes management of formal or informal project teams. Assembles team, defines scope and schedule for review, sets performance objectives, makes assignments, monitors progress, reviews the work of an interdisciplinary team, resolves issues and conflicts, reports findings and recommendations, documents approvals, and is accountable for project process and the end product.
2. Evaluates and assists other planning staff in evaluating requests for routine rezoning, use permits, and variances, and prepares staff recommendations and stipulations of approvals.
3. Prepares and presents reports to the Planning Commission, Board of Adjustment, Historic Preservation Commission, and neighborhood groups.
4. Assists in the preparation of the city's General Plan, General Plan amendments, and specific area plans.
5. Reviews preliminary design plans and construction plans and conducts final site inspection for approval on routine residential, commercial, and industrial development projects.
6. Conducts research and analysis, evaluates findings, identifies significant issues and develops staff recommendations on routine projects.
7. Meets with property owners, attorneys, developers, and other design professionals to discuss planning and development issues and exercises some discretion in problem solving and negotiating agreements.
8. Provides technical support, information, and guidance to property owners, developers, and other city staff on ordinances, policies, plans, and procedures.
9. Reviews requests for minor land divisions.

SECONDARY FUNCTIONS

10. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

The principles, practices, and methods used in urban planning, and available implementation techniques
Data gathering and research methods, data review, reporting, and presentation
Development issues and concerns, neighborhoods, public participation techniques, and the development process
Land use law, zoning, and subdivision regulations
Urban design and site design principles and the related fields of civil engineering, traffic engineering, and architecture
City policies and procedures related to land use and development
Project management and organization principles

Ability to:

Apply planning principles to work assignments, implement city ordinances and policies, review site plans and architectural elevations and analyze the potential impact of development proposals

Plan, organize, and manage the activities of project teams and multiple projects to completion

Conduct research, compile data, analyze findings, identify key issues, and prepare professional recommendations

Communicate effectively verbally and in writing

Establish and maintain effective working relationships with co-workers, citizens, business owners, city officials, upper management, attorneys, and other design professionals and developers

Exercise initiative and independent judgment

Provide quality customer service

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Bachelor's degree in urban planning, urban design, geography, landscape architecture, or a related field.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license