

Class Code:  
Approved By City Council:

City Hall Unit  
Non-Exempt:

**THE CITY OF FONTANA  
ASSISTANT PLANNER  
ASSOCIATE PLANNER**

**DEFINITION:** Under direction and/or general supervision from higher level management of professional staff, performs a variety of professional level work in current and advance planning; and provides information and assistance to developers and the public on planning related matters. This employee may also exercise functional and technical supervision over lower level professional and technical staff.

**DISTINGUISHING CHARACTERISTICS**

Assistant Planner – This is the entry level class in the professional planning series. This class is distinguished from the Associate Planner by the performance of the more routine tasks and duties assigned to positions within the series including the responsibility for assignments in the fields of current or advance planning which require the application of fundamental planning principles. Since this class is typically used as a training class, employees may have limited or no directly related work experience.

Associate Planner – This is the full journey level class within the professional planning series. Employees within this class are distinguished from the Assistant Planner by the performance of the full range of duties assigned including responsibility for the application of professional knowledge and skills to various municipal planning problems and projects. Responsibilities include the preparation of specific reports and plans using independent judgement in planning work details and making technical determinations. 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.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Prepare agenda items and support material including resolutions and agreements for the City Council and Planning Commission, various committees and advisory boards as directed.
- Review development projects and serve as liaison for the Planning Division in meetings with developers, architects, engineers, consultants, outside agencies and the general public regarding City development policies and standards.

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- Research, analyze and interpret social, economic, population and land use data and trends; prepare staff reports on various planning matters and elements of the general plan.
- Collect information and prepare the City's Development Activity Report; compile information and make recommendations on special studies and prepare planning reports.
- Prepare request for qualifications and proposals as related to redevelopment projects; evaluate bid proposals and development requirements; review and approve development proposals and applications which comply with appropriate regulations and policies; inspect sites for project compliance.
- Review and process design reviews, conditional use permits and variances; prepare staff reports; evaluate and approve business licenses and sign proposals; update building and occupancy permits.
- Provide information on landscape requirements to developers and the general public; inspect proposed site for landscape requirements and compliance; develop and revise landscape requirements and standards.
- Issue grading and building permits; collect and refund street tree fees, landscape maintenance bonds and agreements; plan check landscape and irrigation plans.
- Maintain and update the General Plan mailing list; notify local newspapers on public hearings.
- Prepare initial environmental impact studies; assist in preparing or reviewing environmental impact reports.
- Maintain and update files and maps on specific development projects; prepare and update various lists related to planning and development including lists of local developers, vendors and homeowners for project areas.
- Answer questions and provide information to the public; respond to written inquiries to the City as it relates to the City's planning function.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance.

## **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

### Assistant Planner

- Principles and practices of urban planning and development.
- Site planning, landscape and architectural design.
- Current literature, information sources, and research techniques in the field of urban planning.

### Ability to:

- Learn laws underlying general plans, zoning and land divisions.
- Learn applicable environmental laws, regulations, and methods of assessment.
- Analyze and compile technical and statistical information and prepare reports.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

### Associate Planner

In addition to the qualifications for Assistant Planner, knowledge of:

- Laws underlying general plans, zoning and land divisions.
- Applicable environmental laws and regulations.

### **Ability to:**

- Interpret planning and zoning programs to the general public.
- Perform professional planning work with a minimum of supervision.

**Experience:** Assistant Planner - Some related planning experience is desirable.  
Associate Planner - Two years of professional municipal planning experience.

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major coursework in urban planning or a related field.