CLASS TITLE: PLANNER II

BASIC FUNCTION:

Under the direction of the Asst. Director of Planning/Building, assist the public and respond to inquiries regarding land use, zoning and growth policies, completion of applications and permits and the County General Plan; assist other Planning staff with project review and research tasks.

DISTINGUISHING CHARACTERISTICS:

The Planner II classification performs the duties of the Planner I and performs more extensive and complex review, research and report preparation. The Planner III incumbents serve as lead person on projects and short-range and long-range land use plans and participates as directed in project reviews. The Planner IV incumbents serve as a lead person on major complex projects with substantial responsibility and impact. The Planner I class works under supervision and performs planning and research tasks for project reviews for other Planners. Incumbents prepare graphic presentations and maps and respond to questions from the public regarding permits, zoning and policies and procedures of the department.

REPRESENTATIVE DUTIES:

Review building permit applications for zoning and planning compliance as directed; enforce zoning ordinances and conduct field investigations regarding ordinance violations.

Receive, review and process various land use permits such as Conditional Use Permits, Zone Changes, General Plan Amendments and Variances; conduct research relating to land use, zoning, property location and obtaining Assessor Parcel Numbers.

Remain current on the California Environmental Quality Act (CEQA) and prepare initial studies project reports to the EEC, Planning Commission and Board of Supervisors, including Negative Declarations and Environmental Impact Reports (EIR’s) through the CEQA process.

Notify applicants of EIR requirements and appeal procedures after the EEC has determined that an EIR is required.

Utilize Computer Assisted Drafting (CAD) equipment and techniques to prepare appropriate maps and graphic presentations as assigned.

Coordinate the processing of EIR's and assist in the preparation of RFP's to be sent to prospective consultants; schedule deadlines, hearings, meetings, completion and circulation of the Notice of Preparation, Notice of Completion and Notice of Determination.

September 2001
Respond to public and governmental inquiries concerning EIR's, CEQA and related issues.

Collect, prepare and analyze County demographic data for use in various projects such as plans, studies and grants.

Conduct independent environmental reviews related to County projects, contacting appropriate agencies, circulating documents and responding to questions in the event of a hearing.

Assist the public in responding to inquiries regarding land use, growth policies and the County General Plan.

Operate various equipment including a telephone, dictaphone, calculator, photocopier, drafting equipment and automobile.

Assist in special projects such as the development of special studies; assist the Executive Officer to LAFCO as assigned; prepare testimony for various commissions; comment on proposed legislation.

Develop and participate in committees in order to facilitate citizen input into the planning process; provide information, meeting format and preparation of reports as needed.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Principles and terms related to planning and building permits, land use theory and zoning requirements.
- Demographics and population statistics.
- Oral communication skills to make public presentations, give instructions and converse with the public.
- Math skills including statistics.
- Federal, State and local planning and environmental laws and ordinances.
- Written communication skills.
- Research techniques.
- Interpersonal skills using tact, patience and courtesy.
- Operation of various equipment including a calculator, photocopier and automobile.
- Operation of a computer terminal and data entry techniques.
- Policies and objectives of assigned program and activities.

**ABILITY TO:**
- Prepare long-range advance plans and short-range land use-related current plans.
- Collect, prepare and analyze County demographic data.
- Read and interpret maps.
- Add, subtract, multiply and divide quickly and accurately.
- Establish and maintain cooperative and effective working relationships with others.

**September 2001**
Understand and follow oral and written directions. 
Communicate effectively both orally and in writing. 
Operate various equipment including a calculator, photocopier and automobile. 
Prioritize and schedule work. 

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: one year professional experience at the level of a Planner I. 

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Office environment; subject to driving a vehicle to conduct work. 

Physical abilities required include seeing to drive a vehicle, and speaking to exchange information and make presentations.