

## **City of Mill Valley**

### **ASSOCIATE PLANNER**

#### **DEFINITION**

Responsible for current planning activities including design review, environmental review, subdivision, rezoning, fence permit, use permit and variance applications.

#### **DISTINGUISHING CHARACTERISTICS**

This position differs from the Community Development Director in that the latter is primarily involved in interjurisdictional studies, General Plan Amendments, Master Plans, and other long-term planning issues as well as responsibility for program planning and supervision of lower level professional and sub-professional staff, while the Associate Planner generally handles current planning matters considered by the Planning Commission, City Council and Zoning Administrator.

#### **SUPERVISION RECEIVED AND EXERCISED**

Works under the supervision of the Community Development Director.

Exercises some supervision over the work of the Planning Aide.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

1. Processes, reviews and formulates recommendations on proposed project to the Zoning Administrator, the Planning Commission and City Council on subdivision, design review, environmental review, rezoning, use permit, variance and other current planning activities.
2. Presents agenda items at Zoning Administrator, Planning Commission and City Council meetings.
3. Reviews environmental documents, traffic and parking studies, geotechnical reports and other similar documents.
4. Reviews and investigates violations of zoning regulations.
5. Does research, special studies, preparation of reports and public presentations as directed by the Community Development Director.

## JOB RELATED AND ESSENTIAL QUALIFICATIONS:

### Knowledge of:

- The principles, practices and techniques of urban planning.
- Laws and ordinances affecting the planning, zoning and environmental review process.

### Ability to:

- Make decisions and use good judgment, resourcefulness and tact in dealing with the public.
- Review proposed development projects.
- Compile, organize and present data and recommendations to Commissions, Committees and other City departments and the general public.

### Education and Training Guidelines

- Any combination of experience and training that would likely provide the required knowledge and abilities to qualify. A typical way to provide the knowledge and abilities would be:

#### Experience:

- Three years of increasingly responsible professional planning experience. A Master's degree may be substituted for one year of required experience.

#### Training:

- Graduation from an accredited college or university with a degree in Planning, Architecture, Landscape Architecture or closely related field.

### License or Certificate:

Possession of, or ability to obtain, an appropriate valid driver's license.

Effective Date: March 2008