CITY OF COLTON
PLANNING ASSISTANT

DEFINITION:
Under the direction of the Principal Planner, performs or learns to perform the full array of duties assigned in the Planning Division including administrative work on projects. Participates in a variety of studies and research for programs and their financial support in assigned area, including assisting in the development and implementation of all aspects of the City General Plan and related ordinances and laws.

DISTINGUISHING CHARACTERISTICS:
The **Planning Assistant** is the entry-level position within the Professional Planner series responsible for assisting in the accomplishment of the City's planning goals and objectives. This class is distinguished from the Associate Planner, which has higher-level program responsibilities.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*
- Learn to demonstrate understanding of applicable policies, procedures and work methods associated with assigned duties including the Subdivision Map Act and California Environmental Quality Act, and Title 18 of the Colton Municipal Code (Zoning Ordinance).
- Gather and prepare data for studies, reports and recommendations; assist in the coordination of department activities with other departments and agencies as needed.
- Provide technical support in the preparation of presentations to supervisors, boards, commissions, civic groups and the general public; respond to questions and concerns from the general public; provide information as is appropriate and resolves complaints.
- Review planning-related reports and documents; provide plan-checking services to businesses and the public on landscape and construction plans and ensure compliance with the City's General Plan and Zoning Ordinance.
- Assist in analysis of planning and planning-related development projects; assist in reviews of development proposals to ensure they conform to the City General Plan and other applicable plans and regulations; and advise citizens on planning-related ordinances.
- Attend Planning Commission and other evening meetings as required.
- Answer inquiries from the public at a public counter, on the telephone, or in the field regarding Master Plan, zoning, land use and other planning-related issues.
- Perform other related duties as required.

WORKING CONDITIONS:
Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, 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 in reading written reports and work related documents. Acute hearing is required when providing phone and counter service. Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. Occasionally lifting up to twenty-five pounds such as files, stack of papers, and reference books.

QUALIFICATIONS:

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Planning Assistant. A typical way of obtaining the required qualifications is to possess the equivalent of one year of directly related experience in land use or professional governmental planning or a related field. A bachelor's degree in urban or regional planning or a related field is required.

License/Certificate:

Possession of a valid class "C" California driver's license.
Possession of a Bachelor's degree.

KNOWLEDGE/ABILITIES/SKILLS:

Knowledge of:

Planning programs and processes.
Drafting and designing concepts, methods, procedures and practices.
Personal computers and GIS applications.
Ordinances and regulations.
Modern office equipment, including computer and applicable software.

Ability to:

Learn zoning laws and comprehensive plans including their formation, process of adoption, and enforcement.
Communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees and the general public.
Establish effective working relationships.
Explain ordinances and regulations to the public.
Perform simple technical mathematical computations.
Follow involved written and oral communication.
Collect and organize data pertaining to land use, development, and demographic trends.

Skill to:

Effectively operate a motor vehicle on City streets.
Operate computer and applicable software.

Approved By Council: July 16, 2002