



## Planner

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Reporting to the Planning and Building Director, the Planner position will:

- Assist and answer public inquiries at permit information counter on matters relative to the Town's development policies and standards.
- Review building permits and business license certificates for conformance to current zoning regulations.
- Process administrative permit approvals (e.g. Minor Exception Permits, Accessory Dwelling Unit Permits)
- Conduct inspections related to land use projects and when needed by the Building Department.
- Responsible for the day to day operations, including processing plan applications by calculating and accepting fees, providing information to residents, setting up files, and logging and coordinating plan review with Building Department, Public Works, Fire Department and Town constituents.
- Process discretionary permit approvals; analyze planning and planning-related development projects; ensure development proposals conform to General Plan, the California Environmental Quality Act, and other applicable Federal, State and local laws, policies and administrative regulations.
  - Requires research of Town's archive files
  - Requires field work
  - Working with applicants/property owners
  - Inter-departmental communication
  - Procedural noticing and staff report writing/Resolution Preparation
  - Present projects to the Advisory Design Review Group and Town Council
- Assist in preparing amendments to the General Plan, Municipal Code, and/or other policy and procedure documents as necessary.
- Provide technical and professional advice; respond to questions and concerns from the general public; provide information as is appropriate and resolve complaints.

- Attend Town Council meetings, Planning Commission meetings, and other boards, commissions, and committee meetings as needed and represent the Town to outside agencies; participate in preparing and managing community workshops; take notes and prepare summary reports.
- Gather, interpret, and prepare data for permit application review process, studies, reports and recommendations; coordinate department activities with other City departments and agencies as needed.
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
- Use a variety of software to maintain and update the Department's website, electronic forms and databases, and records.
- Attend resale inspections and provide zoning, site history and non-compliance with zoning regulation comments to building department for their preparation of the Residential Building Records Report.
- Represent the Town to other departments and outside agencies when assigned.
- Code Enforcement- respond to inquiries and pursue administrative citation if necessary

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**Knowledge, skills and abilities:**

- Comprehensive knowledge of modern principles, practices, techniques and laws related to urban planning, housing and community development.
- Working knowledge of California planning, zoning and development laws, the California Environmental Quality Act and the State Subdivision Map Act.
- General knowledge of architecture, landscaping, and building codes.
- Ability to provide excellent customer service to serve an active and involved citizenry while creating a positive perception in the community for a fair planning process.
- Excellent interpersonal and communication skills – written and oral – with a good ability to use computer programs such as Microsoft word, excel and other programs such as GIS.

**Education and Experience:**

- Bachelor's or advanced degree in urban planning, environmental science, architecture, public administration, law or related field required. Master's degree preferred.
- Three years experience in current planning practices in local government primarily focused on residential planning.

**Physical Requirements:**

- Ability to lift heavy files and up to 50 lbs.
- Stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movements in the performance of daily activities.
- Use near and far vision in reading, using the computer monitor, performing inspections and supervising and participating in work activities.
- Visit and explore construction sites and undeveloped and unimproved lot sites in all weather conditions: wet, hot and cold.
- Able to sit and stand for long periods of time to work at a computer keyboard and a mouse, and attend irregular or extended hours to attend meetings.
- Use hearing and speaking in communicating with individuals and groups in person and on the phone
- Ability to hear well on the phone and on the job site to avoid field hazards.
- Valid California driver's license required with satisfactory driving record. A motor vehicle and minimum state-mandated vehicular insurance are necessary.