DEFINITION

The Building and Planning Assistant is an entry-level position in the professional planning series that performs routine professional level work in the field of current planning and advanced planning, environmental analysis, and building code administration.

DISTINGUISHING CHARACTERISTICS

The Building and Planning Assistant functions under the Senior Planner and under the direction of the Planning and Building Director.

ESSENTIAL FUNCTIONS

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:
Provides assistance at the public counter responding to inquiries and requests regarding the City's planning functions and procedures for obtaining building permits; may issue building permits.

Reviews development plans for construction of single-family homes and commercial buildings; explains the City's zoning requirements and procedures to contractors, architects and homeowners for applications to the Design Review Committee and Planning Commission.

Participates in the preparation of initial studies and in the preparation of, or review of environmental impact Reports.

Provides primary staff support to the Design Review Committee; compiles information and makes recommendations on special studies and prepares routine planning reports.

Assists in making presentations to the Planning Commission, City Council, and various committees and advisory boards as directed.

Participates in zoning enforcement and administration; assists in reviewing development proposals; researches and drafts ordinances for review.

Assists in coordinating City planning activities with Outside departments.

Performs related duties as assigned.
QUALIFICATIONS
Any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential job duties of the position is qualifying.

Knowledge, Skills and Abilities:

Knowledge of
Basic principles and practices of urban planning; current literature, information sources and research techniques in the field of urban planning; and major types of construction materials and techniques.

California Environmental Quality Act (CEQA); California Planning, Zoning, and Development Laws; and basic principles of Building and Zoning Codes, environmental laws and regulations.

Modern office practices, procedures, methods and equipment.

Skills/Abilities
Retain and interpret building codes, zoning codes, and City ordinances related to the Planning and Building Department activities; interpret technical building codes, ordinances, plans and specifications with Increasing Independence.

Apply environmental laws and regulations and methods of assessment; analyze and compile technical and statistical information and prepare reports; interpret planning and zoning programs to the general public.

Review and understand architectural, grading, topographical and related drawings; conduct research, prepare detailed narrative reports, perform complex numerical analysis and sort/file documents.

Communicate clearly and concisely, both orally and in writing; understand and carry out oral and written directions.

Operate a computer, software programs, and other modern office equipment.

Respond to the public’s and staff’s requests for assistance both on the phone and in person; and deal effectively with the public while working at the front counter.

Establish and maintain effective working relationships with other employees, property owners, contractors, architects, engineers, attorneys, members of the public, and with those contacted in the course of the work.

Observe safety rules; sit for up to two hours at a time, stand, stoop or bend for long periods of time; drive to and from construction sites and conduct field inspections; lift up to 15 pounds; get from one location to another, including climbing stairs, in the course of doing business.

Education and Experience:
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education
A Bachelor’s degree in planning, public administration, geography, architecture or closely related field.
**Experience**
Six (6) months of fulltime related experience or any equivalent.

**Licenses/Certificates**
Possession of a valid California Class C driver’s license.

**Physical Demands and Work Environment**

**Physical demands**
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly required to sit at a desk and in meetings for long periods of time; to stand at the counter for long periods of time; to talk or listen, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment, surrounding desk; walk to observe construction activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile, and frequently enter and exit an automobile, to attend various meetings and go on inspections. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

**Work environment**
Characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job indoors, employee spends 80% working in an office environment and the work environment is generally in a temperature controlled office. Noise levels in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, telephones and other office equipment. While performing duties, the employee is regularly required to use written and oral communication skills; analyze planning and building services, and technical reports; research and write staff reports and other documents; know laws, regulations and codes; explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Department: Planning and Building
FLSA Status: Non-Exempt
Revised: 7/1/13