

JOB DESCRIPTION

PLANNER II

The Planner II is a non-exempt position authorized by the March Joint Powers Authority (JPA) and appointed by the Executive Director of the JPA. The person shall be selected after a recruitment process that ensures equal employment opportunity to all candidates in accordance with the "Employee Recruitment and Selection" policy approved by the March Joint Powers Commission (JPC).

POSITION

The Planner II is a non-exempt position that provides support to the Planning Director in implementing the use, reuse and redevelopment of land under the jurisdiction of the JPA. Tasks to be performed under limited supervision include: review and consideration of land development applications; environmental analysis; economic development activities and coordination with local planning agencies.

QUALIFICATIONS

Education and Experience:

1. Baccalaureate degree and two years experience from an accredited institution in urban planning, environmental studies, public administration, or a directly related field is desirable or as an alternate a minimum five years related experience in previously described fields will be considered;
2. A minimum of two years of municipal planning with CEQA experience or related job experience required;
3. Demonstrated experience with local government in the areas of economic development, planning, development processing and redevelopment;
4. Demonstrated experience in working cooperatively with federal, state and local agencies, private builders and developers, and non-profit agencies and organizations;
5. Demonstrated computer experience in database and word processing. CAD experience beneficial, but not required.

Other Considerations:

1. Ability to work effectively and accurately;
2. Demonstrated ability to work with minimal direction to complete new and varied assignments;
3. Ability to effectively organize groups to accomplish planning and implementation goals;
4. Experience in arranging and conducting meetings and conferences;
5. Ability to be flexible in work scheduling, hours of work at the office, etc;
6. Ability to periodically attend pre- or post-business hour meetings;
7. Exceptional public speaking and public relations skills;
8. Ability to prepare written correspondence in a professional manner;
9. Familiarity with California Planning, Redevelopment, and Environmental requirements.

POSITION RESPONSIBILITIES

Following is a listing of duties that are representative of the job responsibilities.

Review re-zoning, variances, conditional use permits, design review, and other similar planning related applications; prepare legal notices for public hearings; prepare reports pertaining to advisability and permissibility of the requests; confer with property owners and the general public regarding the effect and implications of zoning and development actions.

Compile and analyze social, economic, and land use data and trends of a moderate to complex nature, prepare written and graphic reports on various planning and environmental matters and elements of the General Plan;

Administer the JPA General Plan, zoning and building codes, local CEQA guidelines and design guidelines;

Assure compliance with federal, state, and regional policies, plans and codes, relative to the actions and responsibilities of the JPA;

Research and draft ordinances and resolutions;

Research and prepare programs and/or grant applications for state and federal funding of

projects.

Conduct field inspection and review, including site evaluation and project compliance;

Write and prepare letters, memorandums, correspondence, reports, documents and publication material;

Conduct presentations before various civic groups, boards, commissions and other entities as necessary;

Interact, coordinate and represent the JPA with other agencies and parties on JPA matters;

Coordinate addressing of property within the March JPA;

Assist the general public by providing information on zoning and General Plan matters and development related case processing information;

Perform other duties as assigned.

The preceding description of position duties is not all-inclusive. The Planner II must be flexible and able to provide the Planning Director assistance in varied other activities that may prove to be beneficial to the efforts of the JPA.

SUPERVISION AND AUTHORITY

The Planner II is supervised by the Planning Director of the JPA and is authorized to carry out business required by the JPA. This includes, but may not be limited to, the job responsibilities examples listed above.

PERFORMANCE REVIEW

The performance of the Planner II will be reviewed at least annually on the person's anniversary date and at the end of any established probationary period with the JPA. The content of this review will be the basis of salary adjustments, promotions, demotions or dismissal. The review will be based on the Planning Director's assessment of the person's effectiveness in performing the duties outlined in this job description.

SALARY AND BENEFITS

The Planner II is a non-exempt employee. The salary for the Planner II will fall in an approved salary range of \$52,000 - \$81,999 annually.

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A benefits package will be provided to the Planner II that is consistent with the current policies of the March JPA with respect to non-exempt employees.

This job description may be amended from time to time to meet the changing needs of the organization.

The March Joint Powers is an Equal Opportunity Employer.

**Reviewed and Amended
CA
6/2010**