



## **ASSISTANT PLANNER**

City of Hemet, California

Salary: \$59,592 - \$72,444 annually

Under immediate supervision, learns to perform and performs routine para-professional and professional land use and urban planning work, including current and advance planning, and implementation of the City's General Plan; reviews complex zoning and development applications; presents projects to the Planning Commission; coordinates special projects; performs other related duties as required.

**MINIMUM QUALIFICATIONS:** Education and/or Experience: Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Assistant Planner. A typical way of obtaining the required qualifications is to possess the equivalent of two years experience performing the work of a Planning Technician, and bachelor's degree in urban or regional planning, architecture, environmental design, landscape architecture, or a related field. Some professional or para-professional experience in urban or regional planning is desirable. A master's degree may be substituted for one year of experience. **CERTIFICATE/LICENSE** Possession of, or ability to obtain a valid Class C California driver's license.

**ESSENTIAL FUNCTIONS:**{include but are not limited to the following) Learns to perform and performs para-professional and professional land use and urban planning work, including current and advance planning, and implementation of the City's General Plan; reviews zoning and development applications. Evaluates, prepares and processes current development projects through a detailed review of the plans for compliance with the General Plan, zoning and applicable state and federal environmental regulations. Provides information and assistance to developers, property owners and the public regarding laws, regulations, standards, policies and procedures related to the submission of plans, processing of applications and implementation requirements; performs field inspections for residential and commercial projects; communicates and coordinates with other City departments and outside agencies; coordinates the development review process on public and private projects. Prepares basic staff reports, resolutions, public hearing notices, ordinances for Tentative Maps, zoning changes, and General Plan amendments: may present these documents before the appropriate commission; prepares attachment exhibits as needed. Performs advanced planning; surveys surrounding cities regarding their regulations etc.; compiles survey results. Approves temporary signs, use permits and Home Occupation permits; assists customers at the counter and over the phone with planning related questions. Maintains, updates, researches and analyzes data required for planning projects; assists and participates in the review, development, revision and maintenance of general plan elements, environmental impact reports, plans, ordinances and other policies and procedures. Monitors and tracks Environmental Mitigation requirements for respective projects. Receives and reviews permit applications; assesses fees; establishes conditions for project approval; approves building permits for such things as patio permits and room additions at the counter; plan -checks projects for building permit issuance to ensure compliance with the conditions of approval for the project. May coordinate and attend meetings relative to projects outside of the City, including Riverside County Airport Land Use Commission meetings; schedules projects for the appropriate staff review; may present reports before the Traffic Commission, Parks Commission, Planning Commission, City Council and community groups as necessary; schedules and attends meeting with developers and citizens. Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**APPLY IMMEDIATELY.** First review of applications August 31st, 2023. Apply online at: <https://www.governmentjobs.com/careers/cityofhemet?>