

**CITY OF SOLVANG  
JOB DESCRIPTION  
ASSISTANT PLANNER**

This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for a given position.

**DEFINITION**

Under the direct supervision of the Planning/Community Development Director, performs a variety of planning and clerical duties in support of the department. This position is an entry-level professional planner position.

**LICENSE REQUIRED:** Possession of a valid California Drivers License

**EXAMPLE OF DUTIES:**

Duties may include, but are not limited to:

- Acts as staff at the public information counter
- Provides zoning and land use information and assistance to the public
- Reviews land use applications for a wide variety of land use proposals
- Provides information to the public on zoning ordinance and General Plan policies
- File research and maintenance
- Map reading
- Preparations of simple technical reports
- Reviews development plan applications for compliance with applicable City regulations
- Issues land use permits based upon that review
- Confers with applicants and project sponsors on presented plans
- Reviews environmental impact data and makes recommendations
- Processes development cases, at the discretion of the Planning & Community Development Director
- Provides clerical staff assistance to the Planning Department, Planning Commission and Board of Architectural Review
- Prepares legal noticing on development projects, prepares agendas, attend meetings and prepares minutes and other needed documents for the Planning Commission and the Board of Architectural Review

**ESSENTIAL FUNCTIONS**

- Practice the basic principles and practices of urban planning and development.
- Has a Basic understanding of the California Environmental Quality Act.
- Ability to read and interpret site and building plans.
- Displays Efficiency in word processing programs (WORD) and spreadsheets (EXCEL).
- Understands and carries out oral and written directions
- Has knowledge of principles and procedures of record keeping

**PHYSICAL DEMANDS**

The conditions herein 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.

**PHYSICAL REQUIREMENTS**

**Strength:** Light-exert force to 20 pounds occasionally, or 10 pounds frequently, or negligible force constantly to lift, carry, push pull or move objects; May involve significant standing, walking, pushing and/or pulling; Constant sitting; Frequent fingering, typing and frequent extension of the neck upward, downward and side to side; Occasional standing, walking, bending, stooping, crouching, pushing, pulling, twisting at the waist, handling, gripping, grasping, reaching at, above and below shoulder level; On rare occasion, kneeling, climbing stairs and ladders.

**Vision:** Visual acuity which could be corrected sufficiently to perform the essential functions of the position.

**Hearing:** Effectively hear/comprehend oral instructions and communication.

**ENVIRONMENTAL CONDITIONS**

Works indoors constantly; Constantly uses a computer; On occasion is exposed to dust

**EDUCATION AND EXPERIENCE**

Bachelor Degree in Planning, Environmental Studies or Geography, or a combination of college education and experience in planning/development review work.

This is to acknowledge that I have received a copy of this job description and understand its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date: