

## **DEVELOPMENT ASSISTANT**

---

### **DEFINITION**

Under direction, performs professional planning work in the processing of current land use and City annexation proposals, redevelopment, and Community Development Block Grant (CDBG) activates; performs related duties as assigned.

### **REPRESENTATIVE DUTIES**

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.*

1. Receives inquiries regarding general plan amendments, zoning changes, conditional use permits, variances, plot plan approvals, subdivision parcel maps, and similar projects.
2. Implements strategies contained in the economic development and redevelopment plan.
3. Evaluates issues and reviews proposals for consistence with the general plan, economic development plan, redevelopment plan and compliance with local ordinances and/or regional and state requirements.
4. Confers with the public, including developers, builders, architects, homeowners and professional businesses; works with a variety of agency representatives in clarifying information pertinent to regional plans.
5. Prepares CEQA/NEPA environmental documents, staff reports and related documents.
6. Makes field trips to gather data.
7. Prepares graphic displays, maps and graphs.
8. Participates in administrative studies and analysis of legislation to determine impact on program operations.
9. Processes City annexation proposals; administers City policies, codes, and zonings enforcement activities.

### **EMPLOYMENT STANDARDS**

---

#### **Education and/or Experience**

Completion of twenty-four (24) semester units of upper division or graduate level course work in urban land use planning, economics, planning research and methods, municipal planning administration, and/or urban/environmental studies. At least one year cumulative experience in an urban land use planning agency performing at least three (3)

of the following activities: plan/proposal review, zoning, land division, CDBG administration, environmental planning, community planning, economic development, redevelopment, or code enforcement. Additional education at the graduate level may substitute for experience or additional professional experience may substitute for education.

**Knowledge of:**

Principles, methods and procedures applicable to land use planning activities; physical, social, environmental and economic implications of land use planning, redevelopment and economic development, local, state and federal legislation governing land use development, planning activities and redevelopment; organizational structure and jurisdiction of governmental agencies involved in the planning process and their interrelationship, responsibilities and functions; methods involved in designing research studies and utilizing data sources; mandated general plan elements. Education, special training, and experience must reflect the candidate's ability to carry out work independently.

**Ability to:**

Organize and conduct research; collect and analyze data; generate and evaluate alternatives; reach logical conclusions; formulate consistent recommendations; compose clear and thorough study and project reports and recommendations; prepare computer generated graphic illustrations; work closely and efficiently with other employees and the general public; communicate effectively, both verbally and in writing; understand and follow verbal and written directions; analyze unusual situations and resolve through application of City policy; deal constructively with conflict and develop effective resolutions.

**Special Requirements**

Possession of or ability to obtain a valid California Driver's License may be required.

**Physical Demands**

Strength, dexterity, coordination and vision to use keyboard and video display terminal for long periods of time; dexterity and coordination to handle files; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of paper, and other reference materials; moving from place to place within an office; some reaching for items above and below desk level.

**WORKING CONDITIONS**

---

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise. A computer is used on an occasional basis. Periodic contact with angry and upset individuals.