

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as proportions, percentages, square footages; area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of, or ability to obtain, a valid California Driver's license; possession of AICP certification a plus.

OTHER QUALIFICATIONS

Ability to communicate clearly to the public on matters related to Planning; perform research under minimal direction; write clearly and concisely; read basic site and building plans and maps, such as Zoning Maps, Assessor's Parcel Maps, and similar planning-related maps. Need to be able to type, use PC-based word-processing software, and have basic computer skills. GIS or other permitting or planning software skills a plus.

PHYSICAL DEMANDS

The physical 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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, the employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.