



CITY OF HAWTHORNE
HUMAN RESOURCES DIVISION
PLANNING ASSISTANT
Classification Specification
(Classified)

JOB SUMMARY

Under supervision of the Director of Planning, or his/her designee, assists in the operation of the Planning activities and performs all other work as required. The Planning Assistant reports directly to the Director of Planning or his/her designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Planning Assistant. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Composes reports in written, graphic and design form.
- Reviews and applies laws and regulations to planning projects.
- Conducts analysis and recommendations based on findings in studies, field observations and public contacts.
- Assists in the evaluation of land use applications and site plans for compliance with applicable local, state and federal laws.
- Coordinates department activities with other departments and agencies as needed.
- Assists in the investigation and recommendations on zoning matters and performs all other related work as required.
- Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.
- Assists city staff in the enforcement of local ordinances and in interpreting city codes and the City's Master Plan.
- Responds to local citizens inquiring about local planning and zoning regulations and ordinances.
- Provides staff support to the Planning Commission as needed and assigned, including the preparation of staff reports and supporting data, and recommendations of various land use proposals.
- Updates and prepares graphics and maps for a variety of reports, plans, grant applications, publications and/or meetings.
- Assists in the evaluation of environmental information; and assists in the recommendation of mitigation measures in order to reduce adverse impacts of development.
- Assists in maintaining data base information as it relates to planning issues, etc.

- Maintains and updates Planning Department information on the City of Hawthorne's official website.
- Works effectively with other city departments, the general public and community agencies concerning matters of land uses and their relation to planning functions.
- Serves as a member of various staff committees as assigned.
- Serves, when assigned, as a member of a planning task force composed of local, county or state groups.
- Attends professional development workshops and conferences to maintain current knowledge of trends and developments in the field of municipal planning.
- Assists other staff members as needed.

MINIMUM QUALIFICATIONS

Education, Training & Experience

- Graduation from an accredited college or university with a Bachelor's Degree, *AND* a minimum of one-year experience within the last five (5) years in a governmental planning agency;
- *OR* an Associate of Arts Degree with a major in Planning or a related urban development field and three (3) years of experience within the last five (5) years in a governmental planning agency.

Licenses, Certificate and/or Special Requirements

- A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Knowledge, Skills and Abilities

- Knowledge of principles, procedures, standards, practices, information sources and trends as it applies at the municipal level.
- Knowledge of the legal aspects of planning, zoning and subdivision laws.
- Basic knowledge of environmental analysis.
- Knowledge of graphic techniques as it relates to the planning field.
- Ability to communicate effectively both verbally and in writing.
- Ability to interpret complex codes and laws.
- Ability to deal effectively with City officials, developers, the general public and other clientele; and
- Ability to work effectively independently or in a team environment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee may frequently drive to specific locations; works outdoors and within office setting. The employee is frequently required to walk, stand, stoop, kneel and use arms, legs and back to occasionally lift and/or move

up to 25 pounds. This position also requires the ability to sit for up to three (3) hours at a time. Will use arms to reach and carry and use hands to operate, finger, handle objects and controls. Vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS

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. The noise level in the work environment is usually quiet. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Status: Non-Exempt
Bargaining Unit: HMEA
Civil Service Status: Classified

Revised: March 2023
CSC Approved: March 2023