



The Assistant/Associate Planner is responsible to perform professional work in the field of current and advance planning; and to provide information and assistance to developers and the public on planning related matters.

DISTINGUISHING CHARACTERISTICS

Assistant Planner - This is the entry level class in the professional Planner series. Positions in this class typically have little or no directly related work experience. The Assistant Planner class is distinguished from the Associate Planner by the performance of less than the full range of duties assigned to the Associate level or by performance of a limited scope of duties. Incumbents work under general supervision while learning job tasks, progressing to direction as procedures and processes of assigned areas of responsibility are learned.

Associate Planner - This is the journey level class in the professional Planner series and is distinguished from the Assistant level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual, or unique situations arise, and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant level.

This class is distinguished from Senior Planner in that the latter is the advanced journey level class in the series where incumbents perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and/or functional supervision over assigned staff.

MINIMUM QUALIFICATIONS

Assistant Planner

Experience:

None required.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, geography, or a related field.

License or Certificate:

Possession of, or the ability to obtain, a valid California driver's license.



Associate Planner

Experience:

Two years of increasingly responsible experience equivalent to Assistant Planner with the City of Modesto.

Training:

Equivalent to a Bachelor’s degree from an accredited college or university with major course work in regional planning, urban planning, geography, or a related field.

License or Certificate:

Possession of, or the ability to obtain, a valid California driver’s license.

APPLICATION PROCESS

Applicants will be assessed on the application submitted. Due to the volume of applications received, **resumes will not be screened** for the purpose of determining who is most qualified to compete in the testing process. It is the applicant’s responsibility to fill out the “Education” and “Work Experience” sections of the application with complete information and adequate detail. Applications may be screened to the most qualified. Do not substitute any part of the application form with the words “see resume”.

The following information is provided for you to use as a reference and as a planning tool. Human Resources is unable to schedule make-up examinations.

Tentative Schedule

Online Written Exam

March 15, 2021 – March 26, 2021

Human Resources Department reserves the right to revise the testing process to best meet the needs of the City.

Apply online at www.modestogov.com. City application required, including Supplemental Questionnaire. The City of Modesto is an Equal Opportunity Employer.