

**SENIOR PLANNER**

**DEFINITION**

Under general direction, administers current and advanced planning activities, including serving as project manager for complex development applications; administers specified activities in such areas as zoning, redevelopment, housing, and advanced planning; provides technical direction to lower-level or contract staff; provides information and assistance to property owners, developers, contractors, and the public; provides professional assistance to the Community and Economic Development Director, City Council, Planning Commission, and others in areas of expertise; oversees, reviews, and performs a variety of studies and prepares and presents staff reports; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Community and Economic Development Director. Exercises technical and functional direction over and provides training to assigned staff.

**CLASS CHARACTERISTICS**

This is the advanced journey-level class in the professional planning series with responsibilities spanning the entire spectrum of the planning function, with a primary emphasis on current and advanced planning and related issues. Successful performance of the work requires a broad professional background as well as skill in coordinating assigned work with that of other City departments and public agencies. Responsibilities include assisting with performing specified departmental day-to-day administrative functions. This class is distinguished from the Community and Economic Development Director in that the latter has overall responsibility for all planning and community development functions and for developing, implementing, and interpreting public policy for the department.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Reviews applications for residential, commercial, and industrial developments; evaluates alternatives and conformance with City policies and ordinances, the General Plan, and State and Federal laws; prepares and presents staff reports to the Planning Commission and City Council regarding such applications.
- Confers and coordinates assigned planning and development activities with those of City departments, public utilities, and public agencies to solicit comments regarding projects and ensures that the comments are satisfactorily addressed by the project applicant.
- Provides day-to-day technical support and direction to lower-level or contract professionals and technical and support staff.
- Prepares and processes California Environmental Quality Act compliance documents.

- Confers with and provides information to property owners, contractors, developers, engineers, architects, and the public regarding conformance to standards, plans, specifications, and codes; explains codes, requirements, and procedures, and evaluates alternatives.
- Participates in City long- and short-range planning activities; prepares or oversees the preparation of modifications to specific General Plan elements; conducts a variety of special studies, evaluates alternatives, makes recommendations for actions, and prepares narratives and statistical reports.
- Makes presentations to the Planning Commission, City Council, and various committees and commissions; develops and presents informational sessions to various segments of the community.
- Serves as project manager for the most complex planning projects, including analyzing and evaluating site and architectural plans, performing technical review for routine project plans and applications, and making recommendations; manages consultant contracts, including determining scope of work and budgets, tracking budgets, and approving contract payments.
- Conducts site inspections, including determining if projects are in compliance with laws, regulations and ordinances; makes recommendations regarding changes.
- Prepares a variety of written correspondence, reports, procedures, ordinances, and other written materials.
- Maintains accurate records and files.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and procedures related to urban and regional planning, particularly as related to the current planning and redevelopment processes.
- Geographic, socio-economic, transportation, political, and other elements related to urban planning.
- Concepts of municipal zoning, building, and other municipal codes.
- Applicable Federal, State, and local laws, codes, and regulations, such as CEQA, subdivision and planning laws, and California redevelopment laws.
- Modern and complex principles and practices of program development and administration.
- Modern principles and practices, technical legal issues, and research methods of urban planning, zoning, urban economics, demographics, and environmental management.
- General concepts of architecture, landscaping, grading, drainage, and traffic and transportation engineering as they relate to the process of urban planning.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- Modern office methods, practices, procedures and equipment, including computer hardware and software necessary for graphic presentation, including Microsoft Office, Microsoft Project, City permitting software, and basic GIS concepts and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations and with property owners, developers, contractors and the public.
- Techniques for providing a high level of customer service to public and City staff, in person, and over the telephone.

### **Ability to:**

- Administer specified current and long-range planning, development, redevelopment, and related programs in an independent and cooperative manner.

- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances governing land use and municipal planning.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, explain, and ensure compliance with City policies and procedures, complex laws, codes, regulations, and ordinances.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various businesses, professional and regulatory organizations, and individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in urban planning, community development, business or public administration, or a related field, and **four (4)** years of professional experience in planning, zoning, and related community development activities. Possession of a Master's degree in either urban planning or public administration with emphasis in urban planning is highly desirable. *A relevant educational degree may be substituted for one year of required experience.*

### **License:**

- Valid California class C driver's license with satisfactory driving record.
- Certification by the American Institute of Certified Planners (AICP) is highly desirable.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect City development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen, and make inspections; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.