

SENIOR PLANNER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, leads, oversees, reviews, and performs complex professional land use and urban planning work, including current and advanced planning, implementation of the City’s General Plan, environmental and development review; prepares planning studies, reports, plans and projects, and presents findings to various commissions and committees; provides work direction, lead supervision, and training; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Planner** is the lead/advanced journey level classification in the professional planning series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents in this position work independently in the research and analysis of planning issues, in the preparation of planning reports, studies and recommendations and in the supervision and coordination of assigned planning functions and processes. This position serves as project manager for multiple complex current and/or long-range planning projects and special planning studies. 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. This classification is distinguished from the next higher classification of the Community Development Director in that the latter is responsible for overseeing all functions and operations of the Community Development Department.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Community Development Director. Exercises functional and technical supervision over assigned staff and consultant teams.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Develops and implements goals, objectives, policies, and priorities for assigned functional areas; plans, coordinates, directs and processes complex projects, and conducts research studies, including phases of the General Plan, current plans, and special studies; negotiates, prepares and administers consultant services contracts; prepares reports and recommendations regarding land use, zoning, urban design, population trends, transportation, community needs, housing, and environmental issues; recommends the use of land for residential, commercial, industrial, and community functions.
- Interacts and communicates with a variety of individuals and groups at the public counter, in the field, over the telephone at public hearings and in discussion forums, including other City departments and public agencies, elected and appointed City official, developers, consultants, architects, engineers, attorneys, appraisers, real estate agents, property owners and the general public for the purpose of obtaining or providing information, coordinating activities, processing projects, negotiating plan changes, and formulating recommendations.

- Provides information and assistance to developers, property owners and the public regarding laws, regulations, standards, policies and procedures related to the submission of plans, processing of applications, and implementation requirements; coordinates and participates in the review and processing of various plans and applications for subdivision, housing, and commercial developments; investigates and answers complex questions from the public regarding planning, zoning, and environmental issues; assists the public in preparing applications for planning approvals; evaluates development project applications for variances, conditional use permits, subdivisions, design review, lot line adjustments, etc., for conformance to zoning, environmental, and other legal requirement; recommends approval or alternative approaches; conducts project site inspections.
- Researches, analyzes and interprets social, economic, demographic, and land use data and trends for planning studies and reports; conducts environmental assessment of public and private projects prior to project review; makes recommendations regarding mitigation measures or negative declarations; reviews environmental impact reports; ensures compliance with the Green Building Ordinance.
- Supervises, coordinates and participates in the update and implementation of planning documents, including the General Plan, Land Use Code, community plans, environmental documents and specialized plans, such as specific plan; performs development and environmental review; serves as staff to committees, commissions and the Council; manages complex and controversial current and future planning projects; leads community input processes.
- Provides lead direction to professional, technical, and office support staff in assigned functional areas; instructs staff in work procedures and reviews and evaluates work performed; confers with personnel from other departments and agencies in coordinating work activities; meets with representatives of community organizations and other groups to encourage cooperative action or to resolve problems.
- Writes and edits reports and agendas for committees, commissions, and the Council; coordinates, prepares, and provides meeting support services to groups, including reviewing draft materials and preparing comments; drafts hearing notices, organizes meetings, and work sessions ensuring timely notification of appropriate parties; prepares and presents ordinances, resolutions reports and presentations to the City Council; makes presentations and prepares material for the City Council, Planning Commission, boards, and community groups.
- Serves as technical advisor to City staff and officials, public agencies, and members of the public.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of: Modern principles, practices, and techniques of current and future planning; land use, physical design, demographic, environmental, economic, and social concepts as applied to municipal planning; statistical methods and research techniques applicable to the preparation of municipal planning studies; grant writing and administration; techniques and methods for making effective public presentations of complex information; contract negotiation and administration; methods and techniques of supervision, training, and motivation; applicable

federal, state and local laws, codes, and regulations, including the City Municipal Code, C.E.Q.A. and California laws relating to subdivisions, annexations, zoning and land use; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to: Lead, oversee, and perform complex professional planning work in assigned program areas; apply policies, procedures, and standards pertaining to the municipal planning process; review complex project plans and concepts to determine compliance with the General Plan and plan principles; read and interpret maps, sketches, drawings and specifications; read, interpret, and record a variety of planning, modeling and statistical data accurately; coordinate and/or participate in community planning and information sessions; research, collect, and analyze a variety of information relative to planning activities and project details; conduct project inspections; attend evening meetings as required; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to: Operate an office computer and a variety of word processing and software applications, including graphic and presentation programs.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience: Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Senior Planner**. A typical way of obtaining the required qualifications is to possess four years of increasingly responsible experience in urban or regional planning, including one year in a lead capacity, and a bachelor's degree in urban or regional planning, or a related field. A master's degree in urban or regional planning is desirable.

License/Certificate: Possession of, or ability to obtain, a valid Class C California driver's license.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking on slippery, level and uneven surfaces, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot, and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required.

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Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

FLSA: EXEMPT