



MARCH 2016
FLSA: EXEMPT

SENIOR PLANNER

DEFINITION

Under general direction, administers advanced and complex current and advance planning activities, including serving as project manager for complex development applications and special projects; administers specified activities in such areas as zoning, advance planning, and environmental impact studies, protection, and compliance; performs complex professional planning activities, such as serving as project manager for complex development and land use applications; provides professional information and assistance to the Director, the Planning Commission, the City Council, developers, contractors and the general public; performs a variety of studies, prepares and presents staff reports; serves on review committees; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Division Manager. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This class is the advanced journey-level in the professional planning classification series with responsibilities spanning the full spectrum of planning functions encountered by a developing City. Incumbents may be in charge of either Current Planning/Zoning Administration or Advanced Planning. Successful performance of the work requires an extensive professional background as well as skills in coordinating assignments with those of other City departments and public agencies. The class is distinguished from Division Manager in that the latter is assigned as either an Assistant Department Head in charge of a group of major, related operational units or programs in large operational departments or as the manager of professional service with City-wide internal or external impact.

EXAMPLES OF TYPICAL 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.

- Serves as project manager for multiple complex current and/or long-range planning projects and special planning studies including: in-depth application and plan review; coordination with applicants to obtain additional information and project changes; preparing legal notices; posting notices on sites; background research; preparing staff reports; attending public hearings and making presentations; monitoring implementation measures and conditions of approval; checking submittals for building plan check; and inspecting development and capital improvement sites at the beginning and upon completion of the project.
- Reviews applications for residential, commercial, and industrial development; evaluates alternatives and conformance with City policies, ordinances, the General Plan, and state and

- federal laws; prepares and presents staff reports to the Planning Commission and City Council regarding such applications.
- Reviews project applications and plans submitted for Design Review Committee, Planning Commission, and City Council considerations at public hearings.
 - Serves as project manager for complex planning projects including: analyzing and evaluating site and architectural plans; performing technical review for project plans and applications and making recommendations.
 - Manages consultant contacts including determining scope of work and budgets, tracking budgets, and approving contract payments.
 - Supervises professional, technical and support staff, including determining workloads and schedules; developing and interpreting policies and procedures, effectively evaluating staff performance; and making hiring and termination recommendations.
 - Updates and creates long-range planning documents such as the City's General Plan and other assigned plans; prepares modifications to specific General Plan elements.
 - Reviews applications for zoning variances and other occupancies for conformance to applicable ordinances and policies.
 - Prepares written project analysis including identifying appropriate land use policy, design issues, and environmental requirements; makes recommendations for action.
 - Serves as staff liaison for review boards, ad-hoc committees and elected officials, including providing technical advice and giving presentations.
 - 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.
 - Conducts site inspections including determining if projects are in compliance with laws, regulations and ordinances; makes recommendations on changes.
 - Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and technical and legal issues of urban and regional planning, zoning, urban economics, demographics, and environmental planning and program management.
- Geographic, socio-economic, transportation, political, environmental, and other elements related to city planning.
- Comprehensive plans and current planning processes and the development process.
- Site planning and architectural design principles.
- General concepts of architecture, landscaping, grading, drainage, traffic, and transportation engineering as they relate to the process of urban planning.
- Operational characteristics, services, and activities of a comprehensive environmental planning program.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Project management and contract administration principles and techniques.
- Research and reporting methods, techniques, and procedures.
- Recent developments, current literature, and sources of information related to planning, zoning, and environmental review.
- Modern office practices, methods, and computer equipment and applications, including computer hardware and software necessary for graphic presentation, mapping, and database management.

- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of advanced mathematics and their application to planning work.
- Methods and techniques of effective technical report preparation and presentation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Interpret and explain planning and zoning programs to the general public; identify and respond to issues and concerns of the public, City Council, and other boards and commissions.
- Read plans and specifications and make effective site visits.
- Assess, monitor, and report environmental impact on and of various City programs and services.
- Analyze site design, terrain constraints, land use compatibility, utilities, and other urban services.
- Conduct complex research projects, evaluate alternatives, and make sound recommendations.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures, and City planning policies and procedures.
- Read and understand technical drawings and specifications.
- Perform mathematical and planning computations with precision.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and individuals.
- Coordinate assigned activities with other City departments and agencies as required.
- Direct the work of contract consultants.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- 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 office equipment including computer applications related to the work.
- 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, maintain, and foster positive and effective working relationships with those contacted in the course of 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 a four-year college or university with major coursework in city, urban or environmental planning, architecture or a field related to the area of assignment and five (5) years of planning related experience, which must have included two (2) years of project

management or supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

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 hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer 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 weighing up to 25 pounds.

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 work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.