



SENIOR PLANNER

DEFINITION

To supervise, coordinate, and participate in a variety of urban and community planning, environmental review and assessment, zoning and subdivision administration and related activities.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Community Development Director. Responsibilities include direct and indirect supervision over professional and technical and clerical staff. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustration of duties encompassed by the position, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Supervise, coordinate, and participate in complex planning studies, including those involving general transportation and community planning, environmental research and assessment, zoning and subdivision administration, and research and analysis functions. Perform the more difficult planning and environmental impact research and analysis projects. Develop and review General Plans and Specific Plan and amendments. Implement and enforce the City's General Plan, specific plan, community design guidelines and zoning and subdivision ordinance. Provide general information to the public, development community and other government agencies pertaining to General Plan and specific plans, land use, zoning, historic resources, and planning and development policies, procedures, and standards; make authoritative interpretations of applicable regulations and policies including the enforcement of zoning regulations. Review work methods and interdepartmental procedures to ensure effective work flow and compliance with established policies and procedures; select train and evaluate assigned personnel; work with employees to correct deficiencies. Serve as staff to the City Council, Planning Commission, and other commissions and committees in community development matters, including the preparation and presentation of reports and recommendations. Regular and consistent attendance.

OTHER JOB FUNCTIONS:

Review and approve development proposals, site plans, design and landscape plans, sign plans, and business licenses for compliance with appropriate regulations and policies. Confer with engineers, developers, architects, other City departments, a variety of agencies and the general public in acquiring information and coordinating planning matters. Supervise, coordinate and participate in the preparation of requests for proposals, interview of consultants, and contract administration for various traffic, environmental and other planning services. Participate in the development and implementation of goals, objectives, policies and priorities including current and advanced planning activities; assist in budget preparation and administration. Inspect properties and structures for compliance with current City zoning codes and regulations; recommend improvement and rehabilitation programs; identify corrective actions to be taken by owners. Represent the City in the community and at professional meetings as required. Serve as Acting Community Development Director as assigned. Promote and maintain safety in the work place. Work cooperatively with others. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices and purposes of urban planning, zoning, and public administration.

Applicable Federal, State, and municipal planning laws and regulations, including applicable environmental laws and regulations.

Principles and techniques involved in the development and maintenance of a comprehensive General Plan.

Principles and practices of management and supervision.

Statistical research and reporting methods, techniques and procedures.

Codes, ordinances, resolutions, laws, recent developments, current literature and sources of information

Contract preparation and administration.

Safety principles, practices and procedures.

Operation and programs of a personal computer_

Skill to:

Plan, coordinate, and prioritize a variety of projects.

Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives.

Provide information to the general public regarding planning department services.

Perform complex professional planning work in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Collect and analyze data and develop complex plans and reports; prepare and interpret ordinances and formulate land use policies.

Evaluate meeting preparation material; prepare agendas for a variety of planning-related committees.
Supervise and evaluate assigned staff.
Efficiently operate a personal computer.
Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Manage, direct, coordinate and evaluate the work of professional and technical personnel.
Interpret, analyze, apply and articulate relevant laws, rules, contracts, ordinances, regulations and guidelines.
Develop cooperative public relations with contractors, developers, business owners, and the general public.
Analyze and compile technical and statistical information; prepare clear and concise technical reports.
Analyze problems, identify and negotiate alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Ensure compliance with Federal, state and local rules, laws and regulations.
Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Minimum Education and Experience

Education:

Bachelor's Degree from an accredited college or university with major work in planning, community development, urban design or related field.
A Master's Degree in planning or related field is desirable.

Experience:

Four years of professional planning experience including one year of experience supervising major projects.

License or Certificate

Required upon hire, possession of a valid California Driver's License.
Member of American Institute of Certified Planners is desired.

Council Action: April 5, 2005