

## **CITY PLANNER**

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### **DEFINITION**

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Under the general direction of the Community Development Director, plans, organizes and directs the City's current and advanced planning programs; represents the City in planning related matters with City Council, Commissions, other organizations and agencies; performs advanced professional municipal planning work; oversees and participates in the development and implementation of the General Plan, City Ordinances and other planning polices, evaluates and processes current land use projects; supervises subordinate professional and/or other staff; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

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The City Planner serves as a member of the City's management team and is responsible for managing the daily planning operation, as well as performing highly complex professional planning activities/projects. The City Planner works under the general direction, is appointed by, and serves at the pleasure of the Department Head. Duties may also include acting on behalf of the Community Development Director.

### **REPRESENTATIVE DUTIES**

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*The duties listed below are examples of the work typically performed by an employee in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.*

1. Plans, organizes, directs, and administers current and advance planning activities, community development programs, and state/federal grant program and activities; supervises such activities including processing permits, applications, annual reports, and contracts.
2. Oversees and coordinates processing of all proposed industrial, commercial and residential projects; coordinates discretionary land use proposals; approves parcel maps, and property line adjustments; oversees zoning and code enforcement program; approves city business licenses, building permits and sign permits.
3. Oversees and participates in preparation of General Plan and City Ordinance amendments; interprets laws, legislation, codes, and ordinances related to planning, state/federal grant programs, and redevelopment.
4. Administers, interprets and enforces the provisions of the City zoning codes, ordinances, and policies, and applies them to potential land use applications; provides information and assistance to developers, property owners and others regarding department procedures and the feasibility of their proposals.
5. Develops staff reports and recommendations for land use applications; calendars application review with the City's Plan Review Committee; schedules items for City Council action as needed; communicates and coordinates with involved parties.

6. Prepares and presents reports to City Council, and other organizations on matters related to planning and other related topics.
7. Acts as information source and confers with developers and contractors regarding planning, demographic, and land use requirements; addresses community organizations; serves on committees regarding development and other related activities.
8. Prepares budget estimates and monitors expenditures; formulates divisional policies and procedures.
9. Selects, trains, evaluates, and supervises division staff, directly and through subordinate supervisors.
10. Represents and supports the policies and procedures established by the City Council, Redevelopment Agency, City Manager, and Department Heads.
11. Sits as an active member of the Community Development Financial Assistance Review Committee, and is Chairperson of the Project Review, Subdivision Review, and Parcel Map Committees including any other established committees as appropriate.

## **EMPLOYMENT STANDARDS**

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### **Education and/or Experience**

**Education** – Graduation from an accredited college with a Bachelor’s degree in planning, public administration, or environmental studies.

**Experience** – Five years of experience in urban land use planning that includes three years of project management or supervisory experience in a public agency or any combination of training and experience that provides the desired knowledge and abilities.

**Substitutions** – A Master’s degree in urban or regional planning, economics, public or business administration may substitute for one year of the professional planning experience required above.

### **Knowledge of:**

Principles, methods, and procedures applicable to land use planning activities; physical, social, environmental, and economic implications of land use planning; local, state and federal legislation governing land use practices, and the authority and responsibilities for planning activities; organizational structure and jurisdiction of governmental agencies and their interrelationship, responsibilities and functions; methods in designing, research studies; utilizing data sources; general plan elements and principles; grant development and administration; contract administration; and proficient in the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).

**Ability to:**

Manage planning and state/federal grant activities and programs; organize and conduct planning research and studies; compose clear and thorough project reports and recommendations; make clear and persuasive verbal presentations to the Council, and public groups; direct others in the conduct of studies, programs, and projects; analyze and resolve unusual situations through application of City policy; develop comprehensive plans to satisfy future needs of department service; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships; communicate effectively, both verbally and in writing; use related computer applications; supervise professional and/or other staff as assigned; and have a positive problem-solving orientation.

**Additional Requirements**

Possession of, or ability to obtain a valid California Drivers' License within six months from the date of employment.

**Physical Demands**

Sitting, standing, walking, some stooping and bending. Dexterity and coordination to handle files; occasional lifting of objects up to 25 lbs., such as files, stacks of paper and other reference materials. Moving from place to place within the office; some reaching for items below or above desk level.

**WORKING CONDITIONS**

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Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. A computer is used on a daily basis. Independent travel throughout the State may be required.

Date Adopted: September 7, 1999  
Date Modified: February 21, 2007