

SENIOR PLANNER

DEFINITION

Under general direction of the Community Development Manager, performs advanced professional municipal planning work; participates in the development and implementation of the General Plan, City Ordinances and other planning policies; evaluates and processes current land use projects; supervises subordinate professional and/or other staff; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced level position in the planning series. The Senior Planner is responsible for performing highly complex professional planning activities/projects and may be assigned responsibility for supervising segments of the Planning Division's operations.

REPRESENTATIVE DUTIES

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. Coordinates and performs evaluations and analyses pertaining to elements of the comprehensive General Plan including area plans, environmental impact reports, implementation plans and capital improvement plans.
2. Researches, reviews, and drafts grant, contract, policy, and ordinance language; prepares reports for incorporation into municipal land use plans; makes recommendations on long-range goals and short-term objectives; and prepares recommendations regarding land use, zoning, urban design, population trends, transportation, housing, and other community planning issues.
3. Evaluate Federal and State funded projects/programs relative to appropriate standards of the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA).
4. Compiles, analyzes and interprets data relating to environmental conditions, housing trends, zoning problems and other issues; analyzes the validity and comparability of data; applies statistical formulas in such analysis; makes long-range planning projections based on results.
5. Administers, interprets and enforces the provisions of the City zoning codes, ordinances, and policies to potential land use applicants and the public; provides information and assistance to developers, property owners and others regarding department procedures and the feasibility of their proposals.
6. Develops staff reports and recommendations for land use applications; calendars application review with the City's Project Review Committee; schedules items for City Council action as needed; communicates and coordinates with involved parties.

7. Prepares a variety of written communications including complex analytical reports, correspondence, and agenda items; makes oral and graphic presentations to various boards, commissions, groups and individuals, as well as to the City Manager and City Council; serves as liaison with other agencies, departments and planning entities.
8. Supervises professional and/or technical planning staff as assigned; schedules work and provides training; monitors and evaluates performance.
9. Serves as a team leader on projects or cases; may participate in administrative studies in areas outside the regular duties; participate in the analysis of legislation to determinate impact on program operations.

EMPLOYMENT STANDARDS

Education and/or Experience: Graduation from an accredited college or university with a Bachelor's degree in urban or regional planning, economics, public or business administration, or a closely related field or three years of experience in the area of urban land use planning programs or any combination of training and experience that provides the desired knowledge and abilities. Certification by the American Institute of Certified Planners is desirable. Candidates must also possess or have the ability to obtain a valid California Driver's License.

Knowledge of: Principles and practices in the field of urban planning; Interrelationships between ordinances, policies, standards, procedures and practices associated with the planning function; Advanced principles, methods, and procedures applicable to land use planning activities; Physical, social, environmental, and economic implications of land use planning; and Local, state, and federal legislation governing land use development and planning activities.

Ability to: Work at an advanced professional level to research, understand, explain and apply complex planning-related rules, regulations, ordinances, policies and procedures; Collect, compile, and analyze data; draw logical conclusions and formulate consistent recommendations; Establish and maintain effective working relationships with superiors, subordinates other City staff, outside organizations and the general public; and Communicate effectively, both orally and in writing.

Physical Demands: Sitting, standing, walking, some stooping, and bending. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects up tot 25 lbs. such as files, stacks of paper and other reference materials. Strength, dexterity, coordination and vision to use a keyboard and video display terminal for long periods of time. Moving from place to place within the office; some reaching for items below and above desk level.

WORKING CONDITIONS

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Periodic contact with angry and upset individuals. A computer is used on a daily basis. Independent travel throughout the area is required.