



<b>Department:</b>	Community Development
<b>Bargaining Unit:</b>	Mid-Management
<b>Salary Range:</b>	M55
<b>Last Revision:</b>	April 1995

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## **SENIOR PLANNER**

### **DEFINITION**

Under direction, to lead, oversee, and participate in the more complex and difficult work of staff responsible for providing planning services and activities; to perform advanced professional level planning within the Planning Department including current planning, advanced planning, environmental review, and zoning enforcement; to provide information and assistance to developers and the public on planning matters; and to provide responsible staff assistance to the Planning Director.

### **SUPERVISION EXERCISED**

Exercises technical and functional supervision over lower level staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assist in the development and administration of the Planning Department work plan, budget, goals, objectives, policies, and procedures.

Lead, plan, and review the work of staff responsible for providing municipal planning services relating to current planning, advanced planning, environmental review, and zoning enforcement.

Provide technical assistance and training to assigned employees including in the areas of work methods, techniques, and procedures.

Verify work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.

Serve as deputy secretary to the City Planning Commission; assist the Planning Director in the preparation of meeting agendas and minutes.

Research, analyze, and interpret social economic, population, and land use data and trends; prepare written reports of various planning matters and elements to the General Plan.

Prepare initial studies, define the scope of work and review environmental impact reports.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Coordinate consultant work in the preparation of the City=s General Plan, Environmental Impact Reports, and other planning studies.

Research and prepare recommendations on special studies as directed by the Planning Director or City Manager; prepare related planning reports.

Confer with engineers, developers, architects, outside agencies, and the general public in acquiring information and coordination planning and zoning matters.

Provide planning information to the public; attend and participate in professional groups and committees; coordinate planning activities with other City departments.

Review development proposals and applications for compliance with appropriate regulations and policies; assist and/or supervise less experienced staff in review of development proposals and applications.

Assist less experienced staff in investigating complaints of zoning violations; recommend corrective action as necessary to resolve complaints.

Prepare staff reports for the City Manager, City Attorney, Development Review Committee, Planning Commission, and City Council.

Research and prepare specific ordinances and ordinance revisions.

Monitor, review, and analyze State regulations for potential impact of the City=s planning activities and other City activities; recommend appropriate courses of action.

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Serve as the Planning Director upon the request or absence of the Planning Director.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Operations, services, and activities of a municipal planning program.

**Knowledge of:**

Principles of lead supervision and training.

Advanced principles and practices of urban planning and development.

Basic principles and practices of municipal planning program development and administration.

Principles of economics and statistics.

Recent developments, current literature, sources of information, and research techniques related to urban planning and development.

Organizational practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Learn principles of budget preparation and personnel management.

Assist the Planning Director in Department administration including personnel issues, budget, and work programs.

Plan, organize, and review the work of planning staff in the area of work assigned.

Provide lead supervision and training to assigned staff.

Independently perform the most difficult planning work in the area of work assigned.

Interpret, apply, and explain the policies, procedures, laws, and regulations pertaining to assigned programs and functions to the general public and development community.

Analyze and complete technical and statistical information and prepare detailed technical reports and recommendations.

**Ability to:**

Analyze and complete technical and statistical information and prepare detailed technical reports and recommendations.

Manage project development and implementation.

Identify and respond to community, Planning Director, Planning Commission, and City Council issues, concerns, and needs.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Three (3) years of responsible municipal planning experience including some supervisory experience.

**Training:**

Equivalent to a Bachelor=s degree from an accredited college or university with major course work in urban planning or a related field. A Master=s degree is desirable.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver=s license.

**Special Requirements**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some ability to travel to different sites and locations.

**Effective Date:** April, 1995