

SENIOR PLANNER

Salary Range: 44 (Public Service Salary Schedule)

DEFINITION

Under direction, to perform advanced level professional planning work in the area of current and advance planning; to provide highly complex staff assistance to the Planning Services Manager and others; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the professional planning series, involving responsibility for projects in current and advance planning which requires the application of advanced principles and practices of urban planning and development.

SUPERVISION RECEIVED AND EXERCISED

The incumbent receives general direction from the Planning Services Manager or his/her designee, and exercises technical and functional supervision or direction over professional and clerical staff as assigned.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Prepares studies and recommendations as directed; provides general technical assistance to management as requested or assigned.
- Provides input into the development and implementation of the Community Development Department work plan.
- Develops, implements and participates in current planning program activities including the issuance of land use permits and approvals assigned by State law and local ordinances.
- Prepares and presents reports, resolutions and ordinances before the Planning Commission, City Council and citizen groups regarding Department findings and recommendations, including presentations in electronic format.
- Process over-the-counter permits for signs, special events, oak tree removal permits, and home occupation permits, etc.
- Confers and works cooperatively with engineers, developers, architects, and others in coordinating planning matters; provides information and technical assistance regarding City development requirements.
- Processes development permit applications including but not limited to those for new subdivisions, lot line adjustments, variances, land use permits, design review, zoning and general plan amendments.
- Leads planning and policy efforts, focusing on land use, urban design, regulatory issues, and implementation strategies; prepares amendments to zoning ordinances, creates new ordinances, designs guidelines, and other policy or regulatory documents.
- Assists in developing and implementing strategies to streamline the planning process.
- Coordinates projects with Building, Engineering and other Departments as appropriate when serving as a project manager.

- Provides leadership, training, and coordination for special projects including but not limited to electronic archiving and department records organization.
- Assists with monitoring and preparing updates to the Planning Division webpages.
- Conducts technical reviews of work products prepared by other members of Planning Division staff and/or technicians.
- Conducts plan checks on behalf of Planning for grading permits, improvement plans and building permit applications, and completes inspections as required.
- Interprets and applies land use, environmental quality, subdivision and general planning laws and regulations.
- Assists in the enforcement of the City's Zoning and Subdivision Ordinances.
- Provides information to the public regarding zoning, land use and the general plan.
- Provides coverage for the Planning Services Manager and other staff when appropriate and as needed.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of general government administration and policy establishment
- Laws, rules, and regulations affecting the activities of city government
- Advanced principles and practices of urban planning and development
- Methods and techniques of effective technical report preparation and presentation
- Statistical research methods and sources of information related to urban growth and development, land use, transportation, communications and public utility systems
- Recent developments, current literature and sources of information related to municipal planning and administration
- Pertinent Federal, State, and local laws, codes and regulations
- Personal computer hardware and software typically found in a modern office as well as electronic permit tracking and plan checking systems
- City government organization, functions, and policies
- Business letter writing and basic report preparation
- Records management principles and practices
- Modern office practices, methods, and computer equipment/applications related to work
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone
- Techniques for providing a high level of customer service to the public, vendors, contractors and City staff, in person and over the telephone

Ability to:

- Analyze site design, terrain constraints, circulation, land use compatibility, utilities and other urban services

- Ensure project compliance with Federal, State and local rules, laws and regulations
- Interpret, explain, and apply pertinent urban planning laws, rules and regulations
- Prepare and analyze technical and administrative reports, statements and correspondence
- Represent City policies and programs with other governmental agencies and the general public as directed
- Use computer technology and applications in the performance of daily activities
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Read, interpret and record data accurately
- Work independently and as part of a team
- Make sound decisions within established guidelines
- Analyze a complex issue, and develop and implement an appropriate response
- Understand the organization and operation of the City and of outside agencies as necessary to assume the assigned responsibilities
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement the appropriate course of action
- Respond to a wide variety of requests and inquiries from the general public, developers, other City Departments, and outside agencies.
- Make accurate arithmetic, financial and statistical computations; calculate square footage, fees and/or penalties from plans, and fees for zoning permit applications
- Establish, maintain and research a variety of files and records
- Respond to and effectively prioritize multiple phone calls, emails, walk-up traffic and other requests/interruptions
- Compose correspondence and reports independently or from brief instructions.
- Operate modern office equipment including computer equipment and software programs
- 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 and maintain effective working relationships with employees and those contacted in the course of the work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in urban design, city planning, architecture, landscape architecture, public or business administration, or a related field

AND

Four (4) years of full-time increasingly responsible professional urban planning experience.

Note: The equivalent to a Master's degree from an accredited college or university with major coursework in urban design, city planning, architecture, landscape architecture, public or business administration, or a related field may be substituted for two (2) years of the required experience.

GENERAL QUALIFICATIONS

License Requirements

A valid California class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements

Incumbents appointed to this class must possess mobility to work in a standard office setting; use standard office equipment, including a computer; operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment; occasionally bend, stoop, kneel, reach, climb, and walk; push and pull drawers open and closed to retrieve and file information; occasionally lift, move, and carry objects that typically weigh up to 20 pounds.

Working Conditions

Incumbents appointed to this class work primarily in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances; may be exposed to inclement weather conditions while performing some outdoor duties; may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: June 2014