



SENIOR PLANNER

Definition:

Under the direction of the City Planner in the Community Development Department, performs a variety of complex professional planning and redevelopment work. The incumbent provides professional information and assistance to the Department, the Planning Commission, the City Council, developers, contractors and the general public.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Responsible for long range and special planning projects and studies.
2. Serves as project manager for projects as assigned.
3. Prepares and presents project reports with related recommendations.
4. Reviews complex development projects, applying city and regional planning principles and practices.
5. Researches growth, land, and environmental issues; zoning requirements; and federal, state and local laws.
6. Prepares, reviews, and revises local ordinances.
7. Assists the Director in implementation and review of the General Plan, budgeting, and administration of overall planning and environmental programs goals, objectives, and policies.
8. Attends Planning Commission, City Council, and other meetings as required.
9. Makes presentations to City Council, Planning Commission, other commissions, boards, and committees.
10. Assists with the direction of planning staff.
11. Responds to citizen inquiries and requests for service, interpreting and explaining planning policies, state laws and local ordinances, and procedures.
12. Performs basic redevelopment tasks related to real estate transactions, economic development, redevelopment, and/or housing programs.
13. Advises other City personnel and the public regarding current and advance planning issues.
14. Interprets planning and zoning matters.
15. Coordinates staff activities relating to the review of development applications, including general plan amendments, zone changes, conditional use permits, Specific Plans, subdivision tract maps, sign permits, and minor development permits.
16. Coordinates with outside planning agencies, the State of California, neighboring communities, school districts, special districts, and interest groups in the development and implementation of inter-jurisdictional planning policy.
17. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Principles and practices of land use planning.
- Advanced principles and practices and new trends and innovations in the field of urban planning, including design review and zoning activities.
- Advanced site planning and architectural design techniques and methods.
- State, federal, and local laws including the State Subdivision Map Act and the California Environmental Quality Act.
- Regional planning issues.
- Methods and techniques of development plan review.
- Basic principles and practices of redevelopment.
- Codes and regulations including laws underlying general plans, zoning, land divisions, and environmental regulations.
- Computer equipment and related software.
- Geographic Information Systems.
- Project management practices and tracking systems.
- Customer service enhancement and performance measurement practices.

Skill and Ability to:

- Interpret and apply urban planning laws, rules and regulations.
- Communicate clearly, thoroughly, and concisely, both orally and in writing.
- Operate a personal computer and relevant software in a Mac environment.
- Analyze site design, terrain constraints, circulation, land use compatibility.
- Prepare and analyze technical and administrative reports.
- Prepare, organize and present both oral and written reports for the Planning Commission, City Council, and citizens groups.
- Supervise staff.
- Maintain cooperative working relationships, and exercise sound independent judgment within policy guidelines.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a Bachelor's degree from an accredited college or university with major course work in urban planning or a related field, and five years professional planning experience. Masters degree and AICP desired, but not required.

Licenses and Certificates:

Possession of a valid California driver's license is required by the date of hire.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.

- Subject to inside and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- Required to attend periodic evening/weekend meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work at a video display terminal for prolonged periods.
- May be required to work evenings and weekends.