# SENIOR PLANNER

## DEFINITION

Under general direction, performs and supervises technical and professional planning work which involves the application of professional knowledge, skills, and experience to various municipal planning and zoning issues and performs related duties, as required.

## DISTINGUISHING CHARACTERISTICS

An employee in this class can be responsible for the supervision of functional areas within a municipal division; work is reviewed periodically upon completion by the City Planner. The incumbent is responsible and accountable for the general effectiveness and production of functional areas as well as for the in-service training within the functional area. In addition to providing technical and administrative expertise, the incumbent must demonstrate excellent supervisorial skills and good judgment; is accountable for work scheduling, time management, operations, and efficient use of personnel, materials and supplies within the division. The incumbent reports to the City Planner.

## TYPICAL TASKS

Responds to public inquiries regarding all aspects of planning; checks plans for all commercial, industrial, and residential projects to ensure compliance with City ordinances; prepares or assists in the preparation of ordinances, amendments, and revisions of general plan and zoning ordinances; prepares correspondence, memorandums, and other clerical materials; prepares and presents reports to the Planning Commission and the City Council pertaining to planning and zoning matters; drafts, writes, reviews, and finalizes reports; assumes responsibility for the City Planner in his absence; provides information to clerical staff for the preparation of documents for the Planning Commission; meets with developers and representatives to discuss compliance of potential developments with ordinances; assists consultants in local data collection; assists in supervising development inspections to ensure compliance; supervises the preparation of graphics for inclusion in reports; represents the department and presents planning objectives to various organizations, agencies, and public groups; prepares and presents verbal and written discipline reports, as necessary; promotes teambuilding; adheres to safety standards as described in the *Illness and Injury Prevention Plan;* utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, fellow City employees, customers, and outside agencies; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

## EMPLOYMENT STANDARDS

Training & Experience- Graduation from high school or GED equivalent; Bachelor's degree in Urban Planning, Geography or a closely related field and three years of professional-level planning experience is required.

**Knowledge, Skills & Abilities Knowledge of**: Extensive knowledge of the application of building trends and economic environment to planning; thorough understanding of City planning, zoning regulations and proper planning methods. Highly developed public relations skills; effective supervision of staff; and principles and practices of employee supervision, including training, work evaluation, discipline, and safe methods. **Ability to**: Perform extensive research and prepare thorough reports; apply planning principles to everyday problems; prepare and complete employee performance evaluations; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and apply safe work practices.

Licenses & Certificates- Possession of a valid, unrestricted, California Class "C" driver's license.

## WORKING CONDITIONS

Work is performed mainly in an office environment in close proximity to other workers. Incumbent must have the mobility to visit various job sites on a regular basis. Physical demands consist primarily of sitting, standing, and walking. Incumbent must be able to work long hours and attend night meetings after working a full day. When working outdoors, there is some exposure to a wide variety of environmental conditions such as wide temperature variations, noise, vibrations, fumes, smoke, grease, machinery and its moving parts, odors, and dust. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood.

APPROVED: _____
PERSONNEL OFFICER

DATE REVISED: January 15, 2013

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position. CHW/jd/Senior Planner/1/15/2013