



JOB DESCRIPTION

Senior Planner

Date Prepared: July, 2014

SUMMARY: Under limited supervision, performs a variety of advance and current planning activities within the City's Planning Division.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Manage all aspects of Current and/or Advance Planning; analyze a wide range of complex proposals; manage the proposals through the entitlement/public hearing process, completion, and implementation.
- Act as the Zoning Administrator in their absence or as needed.
- Serve as the inter-governmental representative for the Development Department; attend SANBAG, SCAG, and other agency meetings.
- Monitor ongoing proposed and/or approved state and federal laws for the department; develop new codes based on new laws.
- Implement the City's design review process; conduct weekly meetings with developers and City staff to provide information for applicable requirements; resolve issues relating to architectural, site, and building designs.
- Assist and advise the Planning Commission during public meetings; analyze, prepare, and present staff reports; conduct workshops; draft ordinances, resolutions, and policies.
- Provide staff with tactical and strategic direction; set work priorities; create work schedules; provide training and coordination of activities between divisions and departments.
- Serves as the grant manager for the Planning Division; seek and apply for grants.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Urban and Regional Planning or a closely related field; AND five years professional municipal planning experience, including three years of supervisory experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Principles and practices of effective employee supervision.
- Principles and practices of negotiation.
- Principles and practices of urban and regional planning.
- Architectural, landscaping and site planning design methods.
- State Regional Water and Air Quality standards.
- National Environmental Policy Act.
- State Subdivision Map Act.

- State Alcoholic Beverage Control licensing requirements.
- Geographic information systems.
- Permit tracking and database software.
- State planning laws.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Performing mapping, drafting, and architectural design activities.
- Directing staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with City Manager, Planning Commission, City Clerk, department heads, managers, supervisors, employees, contractors, developers, external public and private agencies and the general public.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment, in close proximity to other workers. Incumbent may be exposed to constant interruptions. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes and/or utilizing a hand dolly to lift and transport materials and supplies weighing up to 50 pounds. 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. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date