

SENIOR PLANNER

Job Summary:

Under general direction, supervises and coordinates activities and projects of the Planning and Environmental Division; reviews and evaluates major development proposals and acts as a project leader; performs a variety of complex professional-level planning duties.

Essential Duties and Responsibilities:

1. Administers and evaluates City development standards and land use/zoning requirements; makes recommendations pertaining to the development or modification of the general plan and regulations for the City.
2. Reviews plans and evaluates major development proposals and acts as a project leader on major projects as assigned.
3. Assists in the selection, training, supervision and evaluation of assigned staff.
4. Directs and participates in the development and presentation of staff reports to the Planning Commission and City Council.
5. Reviews and evaluates staff reports, surveys, correspondence, proposed ordinances and long-range land use policies.
6. Participates in the development and implementation of division goals, objectives, priorities and budget.
7. Coordinates and monitors preparation of the Planning Commission agenda packets.
8. Attends a variety of committee, community, commission and task force meetings, makes oral and written presentations and represents the City as assigned.
9. Reviews development and business activities to assure conformance to codes, guidelines and other requirements.
10. Responds to inquiries regarding planning and environmental activities; provides information to other agencies, City departments and the general public; serves as liaison to various departments, boards, commissions and agencies.
11. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Bachelor's degree from an accredited college or university with a major in planning, public administration, environmental science or related field and four (4) years professional experience in planning or related field. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Principles of supervision and training.
- Principles and practices of planning and zoning; laws, codes, regulations, policies and procedures covering current and advanced planning, zoning and the environment (CEQA).
- Budget preparation and control techniques; research methods.
- Computer applications and software.
- City organization, operations, policies and procedures.

Skill and Ability to:

- Efficiently and effectively supervise major programs of the Planning and Environmental Services Division.
- Analyze and interpret data pertaining to planning and zoning.
- Supervise and coordinate the day-to-day activity of staff.
- Communicate effectively both orally and in writing.
- Understand and work within scope of authority.
- Maintain records and prepare reports.
- Meet schedules and timelines.
- Establish and maintain cooperative and effective working relationships with others.
- Train, supervise and evaluate personnel.
- Operate a motor vehicle during the course of work.
- Operate a personal computer and other office equipment.

License or Certificate:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of valid driver's license and reflects driving record.

Physical Requirements & Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Require 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 25 pounds which is an occasional aspect of the job.
- Subject to inside and outside environmental conditions.
- May be required to use city or personal vehicle in the course of employment.
- Must be able to show proof of vehicle insurance.
- May be required to attend periodic evening meetings and/or travel to attend meetings.
- May be required to work evenings or weekends.