



## **CLASSIFICATION SPECIFICATION**

### **SENIOR PLANNER**

#### **JOB SUMMARY:**

Under general supervision of the Planning Manager, the Senior Planner initiates, organizes, and coordinates major planning studies and moderately complex planning, urban design, or redevelopment projects; prepares reports on a variety of complex current and long range planning issues; and performs other related duties as assigned.

#### **CLASS CHARACTERISTICS:**

The Senior Planner completes a variety of specialized and responsible technical assignments in support of the Planning Division. This classification serves as a project lead and may provide indirect supervision to planning staff as appropriate. This class differs from a Planning Manager due to the level of experience required, complexity of work performed, and ability to make decisions within established guidelines.

#### **EXAMPLES OF DUTIES:**

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

- Collects and analyzes statistical and other data relating to land use, housing, population distributions, and economic studies and projections; conducts surveys, compiles data, and prepares statistical reports relating to zone development for compliance with ordinances and regulations and policies; assists in preparing comprehensive current and long range planning activities for subdivision and zoning activities; conducts special research and studies on complex planning issues as directed; and maintains and updates the general plan and zoning codes.
- Assists the Planning Manager with the administration of requests for proposals including the bidding process and managing consulting contracts; researches, writes, and presents zoning code and general plan amendments as directed; prepares staff reports and makes presentations to the City Council; and provides staff support and technical advice, as appropriate, to the Planning Commission and Design Review Commission.
- Prepares environmental impact reports on general plan elements, zoning, design guide and policy revisions, legislative actions, or land use entitlements requiring discretionary approval; reviews proposed developments; performs field inspections; and processes discretionary and administrative permits.
- Responds to inquiries and provides information over the front counter to applicants, developers, consultants, outside agencies, the public, and other City departments regarding land use, development, and environmental regulations and procedures.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:****Knowledge of:**

- Principles and practices of urban and regional planning, redevelopment, historic preservation, and residential, commercial, and/or industrial development; office administration practices and procedures; and City department policies and procedures.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

**Skills/Abilities:**

- Interpret building and zoning codes and City ordinances related to planning and building procedures; read and correctly interpret building plans, specifications, and maps; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

**Education and Experience:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in planning, public administration, architecture, or a closely related field.
- Four years of increasingly responsible experience in regional planning work.
- Local government experience is desirable.

**Licenses and Certifications:**

- Certification from the American Institute of Certified Planners (AICP) is preferred.
- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

**PHYSICAL DEMANDS:**

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

**WORK ENVIRONMENT:**

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

**NOTE:**

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**Established Date:** May 22, 2017