

SENIOR PLANNER

DEFINITION

Under direction, performs complex analysis of current or advanced planning projects and plans, organizes and supervises the work of personnel assigned to programs and/or special projects in assigned section to support achievement of the Planning Division goals.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

In assigned program or project, supervises and/or performs complex professional and technical planning duties as follows: conducts research, analyzes findings and makes recommendations. Prepares environmental documentation; plans and coordinates action plans and activities pertaining to environmental impact reports. Reviews and analyzes development proposals for conformance to the City's General Plan and Zoning and Development Standards Guidelines. Reviews plans with property owners, civic leaders and policy review boards; attends offsite meetings; performs site inspections. Prepares and presents required reports, including recommendations regarding development proposals, to the City's policy making bodies. Collects and analyzes planning data to be utilized in the review and restructuring of the City's General Plan and the Zoning and Development standard documents. Prepares, updates and maintains City's overall General Plan including development of Area Specific Plans; supervises/coordinates long range planning activities. May coordinate public counter operations for the Planning Division. Supervises, trains and evaluates professional, technical and support staff. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the first line supervisory class in the professional planning series. This class is distinguished from the next lower class of Associate Planner in that the Senior performs the duties of a full supervisor, which include training, evaluating and disciplining subordinate personnel, while the Associate is responsible for functional (lead) supervision only.

The Senior Planner class is distinguished from the next higher class of Principal Planner in that while the Senior has responsibility for supervising personnel assigned to specific programs and /or special projects, the Principal functions as a Section Head and is responsible for the total performance of his or her assigned Section.

RECOMMENDED MINIMUM REQUIREMENTS

Four years of progressively responsible professional level experience in municipal or regional planning administration, two of which must have been in a lead capacity. Education equivalent to graduation from an accredited college or university with a Bachelor's degree in urban planning, public administration or related field (with a Master's degree preferred), or any equivalent combination of training and experience which provides the following knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of: State General Planning Laws; municipal zoning ordinance administration; California Environmental Quality Act; California Subdivision Map Act; principles and practices of municipal planning; research methods and sources of statistical data.

Knowledge of: principles and practices of supervision.

Ability to: Plan and organize special planning projects and programs; supervise, train and evaluate professional, technical and support staff; interpret laws and ordinances; analyze data and make sound recommendations; prepare comprehensive reports; communicate clearly and concisely, orally and in writing; utilize principles of Total Quality Service in Planning Division operations; develop and maintain effective working relationships with developers, property owners, business and community leaders, regulatory agencies, other city employees and the general public.

SPECIAL REQUIREMENT

Must possess and maintain a valid California Class C Driver's License as a condition of employment.

SPECIAL WORKING CONDITIONS

Willingness and ability to work irregular hours including weekends as needed

DESIRABLE CHARACTERISTICS

The successful performer is a knowledgeable professional who enjoys the challenge of working with stakeholders to organize and expedite Planning Division special projects and programs. An effective supervisor, this team player possesses excellent judgement, strong motivational skills, and inspires the confidence and respect of members of his or her work groups. Well versed in the principles of Total Quality Service, the Senior Planner uses a process oriented approach to problem solving.

Previous title: Senior Planning Coordinator  
Title change per Council Resolution No. 89-4,  
effective 1-1-89

Reviewed: 10/05  
ADA approved: 10/05