

SENIOR PLANNER

I. Position Identification:

- A) Title: Senior Planner
- B) Bargaining Unit: Mid-Managers
- C) Customary Work Hours: 8:00 a.m. until 5:00 p.m.
- D) Customary Work Days: Monday through Friday
- E) Reports To: Deputy Director of Development Services
or Higher Classification
- F) Directs the Work of: Assistant/Associate Planners
- G) Educational and/or Experience Requirements:

Any relevant combination of education and experience that would demonstrate the knowledge and skill outlined below is qualifying. A typical way of gaining the skills is:

Education: Possession of a Bachelor's Degree from an accredited college or university with an emphasis in Planning, Community Development, Urban Design or a related field; or possession of a Bachelor's Degree from an accredited college or university with a land use & environmental certification or equivalent.

Experience: At least three (3) years of recent, increasingly responsible, full-time professional planning experience including one (1) year of supervisory experience.

Licenses and/or Certificates Required: Possession of a valid California Class C driver's license is required.

II. FLSA Status: Exempt

III. Position Summary:

Under direction, leads, oversees and reviews all current and advanced planning projects and planning issues from original submission through final approval at the Planning Commission or City Council level and provides highly complex staff assistance to the Development Services Director. Supervises the work of Assistant/Associate Planners and front counter staff.

IV. Essential Functions:

Incumbents may be assigned to varying work schedules, weekend work and be called back to work as needed by the City.

1. Provides input into the development, and participates in the implementation of the department work needs.
2. Provides information and provides assistance to developers, property owners and other members from the public concerning laws, regulation, standards, policies and procedures related to permissible uses of property, submission of plans, processing of applications, subdividing and other zoning and land use issues.
3. Coordinates and participates in the review and processing of various plans and applications for subdivision, housing and commercial development projects.
4. Reviews and processes variances, land use permits and zoning amendments.
5. Responsible for coordinating the review of projects with other City departments, outside agencies, citizens, consultants, and developers.
6. Serves as staff liaison to the Planning Commission, ad hoc planning committees and City Council subcommittees.
7. Supervises the production of staff reports, agendas, minutes, findings and recommendations.
8. Oversees appropriate legal noticing and advertisement of public hearings related to all planning projects.
9. Interprets and applies land use, environmental quality, subdivision and general planning laws and regulations.
10. Prepares staff reports with recommendations and presents findings to the Planning Commission and City Council.
11. Prepares land use and environmental impact studies in conformance with state and federal laws as well as CEQA (California Environmental Quality Act), Subdivision Map Act, planning law and LAFCo (Local Agency Formation Commission).
12. Assists in the preparation of the departmental budget. Includes performing budget and expenditure review and making recommendations.

13. Assists in the development of the General Plan and interprets its provisions for citizens and staff.
14. Oversees consultants in preparation of environmental studies, Environmental Impact Reports (EIR), Specific Plans, etc., including the development and negotiation of complex contracts and their on-going administration.
15. Represents the City in public and official meetings to other City departments, outside organizations, regional planning bodies, elected officials and professional groups on planning matters.
16. Coordinates and conducts review of outside agencies' proposed projects and related environmental documents.
17. Assesses and prepares comments on impacts/issues of interest to the City.
18. Provides supervision and lead direction to professional and office support staff in assigned functional areas; instructs staff in work procedures and reviews and evaluates work performed.
19. Gathers information to prepare reports and studies.
20. Reviews building plans for compliance with zoning codes.
21. Motivates employees to perform to the best of their abilities and fosters employee empowerment in the delivery of services.
22. Mentors subordinates and develops succession plans so that fully trained personnel are in place when needed to support the department's mission.
23. Supervises, evaluates, and assigns the work of subordinate personnel.
24. Participates in the selection of staff, coordinates staff training, conducts performance evaluations; recommends discipline; implements discipline procedures as directed.
25. Willingness to foster a team environment relationship within the Development Services Department and with other City employees in the course of daily activities.
26. Responsible for carrying out the mission of the City and the department and adherence to the City's and department's organization values.

27. Develops and maintains positive public relations with emphasis on customer service.
28. Committed to staff development and supportive management practices.
29. Fosters employee empowerment in the delivery of services.
30. Encourages employees to develop entrepreneurial and innovative ideas.
31. Performs other duties and assumes other responsibilities as apparent or as delegated.

V. Job Related and Essential Qualifications:

Note: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics.

A. Knowledge of:

- Advanced principles and practices of general government and urban planning and development.
- Environmental review standards and processes, including knowledge of CEQA and NEPA and the preparation of EIR's, Initial Studies, and Negative (Mitigated) Declarations.
- Pertinent local, state and federal laws, ordinances and rules including: CEQA Subdivision Map Act, and California land use law and planning.
- Methods and techniques of effective technical report preparation and review.
- Statistical research methods and sources of information related to urban growth and development, land use, transportation, communication and public utility systems.
- Architectural terms, practices and methods.
- Team based management and coaching principles.
- Budget development.

- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles of supervision, training and performance evaluation.
- Principles and practices of organizational analysis and management.
- Principles and practices of budget preparation and administration.

B. Skill at:

- Analyzing site design, circulation, terrain constraints, land use compatibility, utilities and other urban services.
- Preparing maps and design guidelines, review and evaluate land use maps, improvement plans and construction plans.
- Ensuring project compliance with federal, state and local rules, laws, and regulations.
- Interpreting and applying pertinent urban planning laws, rules and regulations.
- Preparing and analyzing technical and administrative reports.
- Responding quickly and effectively in difficult situations.
- Effectively working with employees' problems or concerns.
- Analyzing administrative and organizational problems and making appropriate recommendations.
- Coordinating multiple projects and meeting deadlines.
- Using a personal computer and job-related software applications.
- Training, motivating, supervising and evaluating subordinate personnel.
- Preparing a budget.
- Preparing reports and efficiently maintaining accurate records.

C. Ability to:

- Carry out policies of the City.
- Identify with management and City goals and objectives and understand and support City priorities and needs.
- Manage, direct, coordinate, and evaluate the work of personnel as assigned.

- Establish and maintain cooperation and working relationships with those contacted in the course of work.
- Maintain discipline and enforce rules, regulations and procedures.
- Meet the physical, mental and environmental demands of the job.
- Demonstrate continuing effectiveness in maintaining the knowledge and skills required of this position.
- Keep abreast of new legislation, programs, and changing trends relevant to this position.
- Use initiative and exercise sound independent judgment.
- Promote a customer service focus in forging cooperative public relations.
- Get work accomplished by delegating to others.

VI. Physical Demands/Qualifications:

1. Requires the ability to sit for potentially long periods of time throughout the workday.
2. Manual dexterity and vision sufficient to operate standard office equipment and supplies for potentially long periods of time without experiencing abnormal hand, wrist or eye strain.
3. Mobility to work in a standard office environment, and use standard office equipment (computers, scanners, copiers, etc.).
4. Ability to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
5. Hearing and speech sufficient to communicate and understand conversations, both in person and on the telephone.
6. Ability to lift objects up to 25 pounds without assistance.

NOTE: Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

VII. Non-Physical Demands/Qualifications:

1. Communicate information clearly and effectively on a number of different levels, both verbal and written.

2. Demonstrate a high level of integrity as well as be highly organized and detail oriented.
3. Operate under deadlines.
4. Maintain confidentiality regarding employer/employee relations, disciplinary matters, etc.
5. Conduct oneself at a high level of ethical practices.
6. Possess a valid California driver's license.

VIII. Environmental Conditions:

1. Working conditions in the office are clean, well lit and free from extremes of temperature and humidity.
2. Working conditions in the field are subject to variations in temperatures, humidity, and can include high wind, rain, dust and other contaminants.

IX. Other duties and requirements:

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.