SENIOR PLANNER

DEFINITION

Under general supervision of the Planning Manager, in a team environment, performs professional current planning and special projects work.

CLASS CHARACTERISTIC

The Senior Planner classification is distinguished from the Associate Planner classification by its responsibility for assisting the Planning Manager in reviewing the work of subordinate Planning staff and in processing the more complex land use development applications.

EXAMPLES OF DUTIES

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

1. Conducts complex assignments involving primarily current Planning projects; confers with applicants and agency representatives to process projects; evaluates plans in detail and resolves issues of plan implementation, zoning requirements and environmental documentation.

2. Receives and processes applications for land use development permits, sign permits and subdivision applications from submittal through to Commission and Council approval; reviews in detail working drawings and conducts final inspections on completed projects.

3. Responds to inquiries, both orally and in writing by email, telephone and counter; interprets Planning policies, local ordinances and explains procedures; presents projects to the Architectural Review Board, Planning Commission, and City Council. Interacts with other City personnel in other departments and the public regarding current planning projects or advance Planning issues.

4. As a designated representative of the department, attends conferences, meetings or other public functions; may provide information or participate in discussions regarding department activities.

5. Supervises the preparation and updating of maps and exhibits, instructs Planning staff as necessary; assigns, reviews and may evaluate the work of staff; assists the Planning Manager and Director of Community Development in coordination and administering the activities of the Planning Division; acts as Planning Manager in his/her absence.

6. Without additional compensation, employees shall perform such additional acts or duties as the City Manager shall assign.

QUALIFICATION GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Example combinations include a Bachelor's degree in planning or a related field and five years of progressively responsible experience in current and advance planning in a close-knit team environment. Experience processing current planning projects in an upscale community is a plus.

Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of planning; related state and federal laws, ordinances, rules and regulations. Ability to plan, organize and coordinate Planning activities; prepare and present reports; communicate effectively, both orally and in writing; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships; and work effectively in a team setting.

SPECIAL REQUIREMENTS

Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.

ESSENTIAL ELEMENTS

Aptitudes

Eye/hand coordination, hearing/listening and smelling.

Physical Demands

Limited stooping, sitting, limited kneeling, standing, walking, reaching, grasping, lifting (up to 50 pounds), manual/touching dexterity (hand and finger), carrying, clear seeing - general, close vision, color perception, clear speech - simple, driving vehicle, limited climbing, moving objects and hazards.

Mental Requirements

Complex reading and writing, memorization, perception/comprehension, analyzing, math skills, judgment, and decision making.

Stress Factors

Assists the public, staff and elected officials. Ability to interpret and explain actions to the public and City Council. Constant face-to-face and written contact.

Work Environment

Works alone, with the public, staff and elected officials, has verbal contact with others, face-to-face and telephone contact, inside, outside and extended days.

Equipment

Computer, keyboard, telephone, calculator, photocopiers, facsimile machine, and various computer printers.