



May 2007
FLSA: EXEMPT

SENIOR PLANNER

DEFINITION

Under general direction, administers current and advanced planning activities, including serving as project manager for complex development applications; administers specified activities in such areas as zoning, redevelopment, housing, and advanced planning; provides technical direction to lower-level staff; provides information and assistance to property owners, developers, contractors, and the public; provides professional assistance to the Assistant Director of Community Development, Principal Planner, the Town Council, the Planning Commission, and others in areas of expertise; oversees, reviews, and performs a variety of studies and prepares and presents staff reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Principal Planner. Exercises functional and technical direction over and provides training to professional and administrative staff.

CLASS CHARACTERISTICS

The Senior Planner is the advanced journey-level class in the professional planning series with responsibilities spanning the entire spectrum of the planning function, with a primary emphasis on current and advanced planning and related projects and programs. Successful performance of the work requires a broad professional background as well as skill in coordinating assigned work with that of other Town departments and public agencies. Responsibilities may include assisting with performing specified departmental day-to-day administrative functions. This class is distinguished from Principal Planner in that the latter is the highest-level class in the professional planning series and may provide supervisory review to staff in addition to handling the most complex and sensitive planning projects. It is further distinguished from the Assistant Director of Community Development in that the latter has overall responsibility for all planning functions and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Reviews applications for residential, commercial, and industrial development; ensures conformance with Town policies and ordinances, the General Plan, Development Code, and Federal and State laws; prepares and presents staff reports to the Planning Commission and Town Council regarding such applications.

- Confers and coordinates assigned planning and development activities with those of other Town departments, public utilities, and public agencies to solicit comments regarding projects and ensures that the comments are satisfactorily addressed by the project applicant.
- Provides day-to-day technical support and functional direction to lower-level professional, technical, and support staff.
- Confers with and provides information to property owners, contractors, developers, engineers, architects, and the public regarding conformance to standards, plans, specifications, and codes; explains codes, requirements, and procedures, and evaluates alternatives.
- Participates in Town long- and short-range planning activities; analyzes and projects trends to determine Town growth and expansion; prepares or oversees preparation of modifications to specific General Plan elements; conducts a variety of special studies, evaluates alternatives, makes recommendations for actions, and prepares narratives and statistical reports.
- Makes presentations to the Planning Commission, Town Council, various committees, and commissions; develops and presents informational sessions to various segments of the community.
- Serves as project manager for planning projects, including analyzing and evaluating site, and architectural plans, performing technical review for routine project plans and applications, and making recommendations; manages consultant contracts including determining scope of work and budgets, tracking budgets, and approving contract payments.
- Maintains records and files of land use, population distribution, zoning maps, and other maps; prepares maps, special sketches, and designs.
- Prepares a variety of written correspondence, reports, procedures, ordinances, and other written materials.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures related to urban and regional planning, particularly related to the current planning and redevelopment processes.
- Geographic, socio-economic, transportation, political, and other elements related to urban planning.
- Concepts of municipal zoning, building, and other municipal codes.
- Applicable Federal, State, local laws, codes, and regulations, such as CEQA, subdivision and planning laws, and California redevelopment laws.
- Modern and complex principles and practices of program development and administration.
- Modern principles and practices, technical legal issues, and research methods of municipal planning, zoning, urban economics, demographics, and environmental management.
- General concepts of architecture, landscaping, grading, drainage, and traffic and transportation engineering as they relate to the process of urban planning.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Modern office methods, practices, procedures, and equipment, including computer hardware and software necessary for graphic presentation, mapping, and database management, including Microsoft Office, Microsoft Project, Town permitting software, and basic GIS concepts and applications.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations, and with property owners, developers, contractors, and the public.

- Techniques for providing a high level of customer service to public and Town staff, in person and over the telephone.

Ability to:

- Administer specified current and advanced planning, development, redevelopment, housing loan rehabilitation, property acquisition, and related programs in an independent and cooperative manner.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, explain, and ensure compliance with Town policies and procedures, complex laws, codes, regulations, and ordinances.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department, division, and the Town in meetings with governmental agencies, community groups, various businesses, professional, regulatory organizations, and individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in urban planning, community development, geography, business or public administration, or a related field, and five (5) years of professional experience in planning, zoning, and related community development activities.

License:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Town and meeting sites; vision to read printed materials, a computer screen, and make inspections; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels and controlled temperature conditions. Employees may interact with upset staff, and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.