



Senior Planner

SUMMARY

Under general supervision, the Senior Planner administers specified activities in such areas as zoning, redevelopment, housing, and advanced planning. Provides accurate and concise information and guidance to the public, Town Council, and Planning Commission concerning land use matters.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Planning Manager. May exercise technical and functional direction over assigned staff.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. 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. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- 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 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; recommends improvement and rehabilitation programs; conducts follow-up and recheck, approves or denies special use permit submittals.
- Reviews building plans for completeness and compliance with current Town zoning codes and regulations; identifies corrective actions to be taken by owners.
- Conducts site inspections to determine if projects are in compliance with laws, regulations, and ordinances; makes recommendations to correct issues.
- Maintains databases and maps for the Town's geographic information system (GIS); prepares specialty maps as requested.
- Provides day-to-day technical support and functional direction to lower-level professional, technical, and support staff; trains staff on the use of GIS as needed.
- 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.
- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information; prepares spreadsheets and establishes and maintains a comprehensive database; provides statistical data as required by various State and regional agencies.

- Prepares and reviews a variety of reports, correspondence, and documents.
- Provides information to the public regarding housing programs, reviews housing rehabilitation program files for completeness and accuracy prior to loan approval.
- Performs related duties as required or assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level classification in the professional Planner series. The incumbent plans detailed methods to attain desired objectives working within established policy. Methods require use of initiatives and resourcefulness in developing processes and procedures. Works under indirect supervision, conferring with supervisor on unusual matters.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:

Bachelor's degree in Urban Planning, Community Development, or related field AND five (5) years of professional experience in planning, zoning, and related community development; OR an equivalent combination of education, training, and experience.

LICENSE AND CERTIFICATION REQUIREMENTS

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

Knowledge of:

- Principles, practices, and procedures related to city/town and regional planning, development and zoning administration.
- Geographic, socio-economic, transportation, political, and other elements related to urban planning.
- Comprehensive plans and current planning processes and the development process.
- Site planning and architectural design principles.
- Applicable Federal, State, local laws, codes, and regulations, as well as Community Development
- Program rules and requirements and related reports.
- Modern office methods, practices, procedures, and equipment.
- Project management techniques.
- Methods and techniques of effective technical report preparation and presentation.
- 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.
- Customer service principles, practices, and etiquette.

Ability to:

- Research planning issues, evaluate alternatives, and make sound recommendations.
- Read and interpret plans and specifications.
- Identify and respond to issues and concerns of the public, Planning Commission, Town Council, and other boards and commissions.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Analyze site design, terrain constraints, circulation, land use compatibility, utilities, and other urban services.

- Make effective public presentations to groups of varying size.
- Prepare clear and concise technical and staff reports, correspondence, policies, procedures, and other written materials.
- Effectively represent the Department and the Town in meetings.
- Operate office equipment and computers including standard software and some specialized software.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships.
- Communicate clearly both verbally and in writing.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment and at various planning sites throughout the Town. While in the field, may be exposed to inclement weather conditions, confined spaces, and potentially dangerous tools, equipment, machinery, and chemicals.

**FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*