



SENIOR PLANNER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under the direction of the Planning Manager, this classification performs a variety of professional duties related to current and advance planning and special and/or complex projects; assists the Planning Manager in training professional personnel within the division; and performs other duties as required.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Participating in the development and implementation of goals, objectives, policies, and priorities;
- Participating in the work of professional and technical employees in data collection, analysis, plan formulations and analysis;
- Participating in zoning administration and application to a variety of projects, including providing technical assistance at the public counter;
- Attending meetings of the Planning Commission and/or City Council as required;
- Making presentations to City boards and commissions, as required;
- Coordinating environmental review for both City projects and applications;
- Establishing good working relationships and working cooperatively with all City departments;
- Coordinating and participating in zoning code enforcement as necessary;
- Other duties as assigned.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and Experience: A Bachelor's degree from an accredited four-year college or university in Planning, Urban Studies or a closely related field. A minimum of five (5) years of progressively responsible professional experience in municipal planning, with emphasis on current and advance planning. A Masters degree may be substituted for one (1) year of experience.

Licenses and Certifications: Possession of a valid Class C California Driver's License.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of: applicable State, federal and local ordinances, codes, laws, rules and regulations and legislative issues related to planning; methods and techniques of research, statistical analysis, and report presentation; administrative principles and practices, including goal setting and implementation; architectural, urban planning & zoning, development and construction principles and practices; principles and practices of research, analysis, data compilation, and effective report writing; principles, practices, and techniques of effective customer service and collaborative problem solving; business ethics; office administrative practices and procedures, such as business letter writing and the operation of standard office equipment; all computer applications and hardware related to performance of the essential functions of the job; record keeping, report preparation, filing methods and records management techniques.

Ability to: establish and maintain effective working relationships with others; ability to communicate in English both orally and in writing at the appropriate level; ability to perform mathematical calculations at the appropriate level; ability to learn and follow City and departmental policies procedures; ability to read

and interpret documents such as operation and maintenance instructions, and procedure manuals; ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy; ability to draft and type correspondence; ability to deal with problems involving several complex variables in non-standardized situations.

Skill in: using tact, discretion, initiative and independent judgment within established guidelines; applying logical thinking to solve problems and accomplish tasks; analyzing, resolving, and/or making recommendations regarding a variety of administrative, financial, and operational issues; preparing clear and concise reports, correspondence, and other written materials; preparing and delivering presentations; organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction; communicating orally and in writing with internal staff, the public, and City and government officials in order to give and receive information in a courteous manner; using a computer and appropriate computer applications to perform the essential and important functions of the job; operation and routine maintenance of general office machines such as copiers, facsimile machines, and telephone systems; analyzing and resolving technical data, situations and problems; researching, compiling, and summarizing a variety of informational and statistical data and materials.

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