

SENIOR PLANNER

DEFINITION

To perform professional and technical advanced municipal planning duties requiring specialized knowledge; to organize, assign and review the work of assigned staff engaged in conducting planning studies, collecting and presenting data, preparing reports and providing information and advice to the public; and to provide highly responsible professional support to assigned management.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the professional Planner series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including performing advanced municipal planning duties and providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Planning and Building Director.

Exercises technical and functional supervision over assigned professional staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, prioritize, and review the work of staff assigned to a variety of professional staff.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, efficiency of current process and procedures and recommending improvements and modifications.

Provide and coordinate staff training; work with employees to correct deficiencies.

Perform professional and technical advanced municipal planning duties including to prepare, update, interpret, enforce, and implement the City General Plan, Zoning ordinances and land use regulations and other standards to potential applicants and the public; keep City land use plans and codes current; process land use and development entitlements; manage applications for large development projects; -provide determinations for project consistency with CEQA

Guidelines.

Coordinate planning functions including the department including rezoning, general plan amendments, subdivision maps, use permits, variances, design review and related permits; coordinate planning functions in the development of the City GIS program.

Review routine and non-routine complex development applications and environmental documents to ensure they are processed in accordance with state-mandated timelines and that the associated reports are technically accurate and consistent with local development policies and regulations.

Serve as the project manager for preparation of EIR's; prepare planning studies; monitor long-range City planning projects and goals.

Research and prepare a variety of complex reports, resolutions and ordinances and related documents regarding departmental operations; present findings, reports and studies to the Planning Commission, City Council, the Design Review and Preservation boards, community groups and others as assigned.

Prepare proposals, oversee, coordinate and monitor consultant contracts for complex planning studies.

Provide technical assistance to the public and other departments in matters related to land use and project environmental review.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision and training.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Principles and practices of advanced municipal planning and regulations and a general knowledge of architectural and landscape design.

Methods and procedures of contract administration including preparation of proposals and monitoring of performance.

Methods and procedures used in developing information for General Plan modifications.

Methods and procedures for urban design and historical preservation.

Local government organization and functions and practices of a municipal planning unit.

Methods and procedures for technical writing, research and statistical analysis.

Trends, market analyses techniques, programs and financing mechanisms and redevelopment techniques.

Statistical analysis and mathematical concepts related to the planning process.

Terminology, symbols, methods, techniques and instruments used in planning graphics and map drafting.

Application of land use, physical design, economic, environmental, design review and/or social concepts to the planning process.

Ability to:

Perform the most complex duties related to municipal planning.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Provide technical and functional supervision over assigned staff; effectively train staff.

Write clear concise reports.

Research, analyze and summarize planning data both manually and with computer applications.

Interpret maps, site and building plans and specifications, graphs and statistical data.

Make presentations of ideas and recommendations to the Planning Commission, other boards, commissions and the public.

Negotiate solutions to complex planning or organizational problems.

Multi-task a variety of projects and assignments.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Three years of responsible journey experience similar to an Associate Planner with the City of Healdsburg.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in city planning, regional planning, urban planning or a related field.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.