

## **SENIOR PLANNER**

### DEFINITION

To perform professional and technical current and/or long-range (advance) planning, duties requiring specialized knowledge; plan, schedule, assign, review, and supervise assigned staff engaged in municipal planning; serve as project manager for complex planning projects and special studies; provide professional assistance to the Planning Manager, other departments, and the public in areas of expertise; and perform related duties as required.

### CLASS CHARACTERISTICS

This is the advanced journey level class within the professional Planner series. This class is distinguished from the other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action and decision-making, and by the nature of contacts internally and externally. Employees perform the most difficult and responsible planner duties, including complex current and advance planning services and project management, with accountability and ongoing decision-making responsibilities associated with the work. Positions may provide first-line supervision over professional level staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility. The Senior Planner is distinguished from the Planning Manager in that the latter classification is responsible for planning, organizing, reviewing, and evaluating the programs and services of the entire Planning Division and reports directly to the Community Development Director.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Planning Manager or assigned supervisor.

May exercise direct supervision over professional, technical and administrative support personnel.

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

Plan, organize, assign, review, and supervise the work of subordinate planning staff; train staff in work procedures; review and approve timesheets, evaluate employee performance, counsel employees, and effectively recommend initial disciplinary action; assist in selection and promotion.

Participate in the development of goals, objectives, policies, and procedures for assigned services and programs; recommend and implement policies and procedures including standard operating procedures for assigned operations.

## DRAFT

Monitor activities of the work unit; identify opportunities for improving service delivery and procedures; provide recommendations concerning process changes; review with appropriate management staff; and implement improvements.

Coordinate assigned projects and activities with other City departments, local jurisdictions and agencies, and regional, state, and federal agencies.

Serve as project manager for a variety of planning projects and special studies including leading the review and analysis of complex development proposals and applications and site, architectural, and project plans for consistency with and conformance to the City's General Plan, Zoning Code, other City policy documents, and applicable state and federal rules and regulations; recommend and implement effective planning practices to achieve consistent and orderly development.

Confer with and provide information to applicants, architects, builders, attorneys, contractors, and/or engineers on plan modifications and recommend improvements to project design to meet compliance requirements and City goals.

Review building permit submittals post-entitlement; and perform inspections as needed.

Negotiate and develop contracts and development agreements as needed.

Lead planning staff in developing or updating policy documents, Zoning Code, and General Plan elements; research and prepare ordinances for review; write ordinances in proper legal form.

Analyze environmental impacts, review special studies, and make environmental determinations; prepare initial studies, addenda to environmental impact reports, mitigation measures, and other related environmental documentation for assigned projects; process entitlements for projects; conduct site visits; monitor projects throughout construction to ensure compliance with mitigation measures.

Coordinate and participate in the review and processing of various plans and applications for assigned development projects.

Administer contracts for professional services, supervise the work of contractors, and ensure compliance with contract and City service quality requirements; monitor contract budget and approve invoices within signature authority.

Prepare various staff, technical, and informational reports, including graphic displays, resolutions, agreements, and related documents, and make presentations to the City Council, Planning Commission, various committees, commissions, and boards, and a variety of groups and other jurisdictions interested in or affected by City planning and development.

Conduct special projects, as assigned, on a variety of topics, potentially involving advanced data collection, analysis, coordination efforts, preparation of reports and presentations to a variety of audiences.

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May serve as a staff liaison to a designated board, commission, or committee.

Receive and respond to inquiries and provide professional planning guidance at the public counter, by phone, mail, or electronic mail.

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.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.

Advanced understanding of the principles, practices and trends of urban design, land use, transportation, policymaking, municipal and environmental planning and community and economic development and other elements related to City planning.

Familiar with the uses and methods for using Geographic Information Systems (GIS), automated permitting systems, plan reviewing, and other technical tools used in planning and community development processes.

General concepts of architecture, landscape design, grading, drainage, and infrastructure related to planning.

Environmental review standards and processes including knowledge of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) and the preparation of required documentation.

Recent developments, current literature, and sources of information related to urban development trends, planning and zoning.

Principles of basic mathematics, statistics, data analysis, and geographic analysis and their application to planning work.

Methods and practices of conducting research and basic analysis, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff and technical reports.

## DRAFT

Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, regulatory, and legislative organizations, and the public.

Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.

Principles and procedures of record keeping, technical report writing, and preparation of correspondence.

Techniques for providing a high level of customer service by effectively dealing with applicants, the public, vendors, contractors, and other City staff.

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed, including permit processing, record keeping, meeting preparation, etc.

### Ability To:

Select and supervise subordinate staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.

Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.

Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.

Perform professional current and long-range planning duties.

Interpret City planning, zoning, and related programs to the general public; identify and respond to issues and concerns from the public, City Council, and other boards, committees, and commissions.

Research issues, evaluate alternatives, make sound recommendations, and prepare and present clear and effective staff and technical reports.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Analyze, monitor, and report environmental impacts on various City programs and services.

Develop and update policy documents, Zoning Code, General Plan elements, and special planning studies.

## DRAFT

Administer contracts and supervise the work of contractors/consultants.

Read and interpret plans and specifications and make effective site visits.

Perform basic mathematical, statistical, and geographic computations and general data analysis with accuracy and an understanding of the relevance of the results.

Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

Effectively represent the department and City in meetings with applicants, contractors, governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations, and in meetings with individuals.

Establish and maintain a variety of electronic filing, record keeping, and tracking systems.

Prepare clear, concise, and well written reports, correspondence, notices, documentation, and other written materials.

Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.

Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

Communicate effectively both orally and in writing using the English language.

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

Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

### 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:

Five (5) years of increasingly responsible professional planning experience, including one (1) year of lead or supervisory experience.

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Education:

Equivalent to a bachelor's degree from an accredited college or university with major course work in urban or regional planning, geography, environmental studies, or a related field. A master's degree is desirable.

Licenses and Certifications:

Possession of, or ability to obtain prior to employment, a valid California driver's license.

Possession of certification from the American Institute of Certified Planners (AICP) is desirable.

Established June 15, 2026; RES: 2026-###

Revised: N/A

FLSA: Exempt