

**City of San Rafael
Job Class Specification**

Job Title: Senior Planner

SUMMARY

Under administrative direction, responsible for the program, administration, and the performance of a comprehensive planning/economic development division; perform professional current and/or advanced planning work; and supervise the work of professional and support staff members.

DISTINGUISHING CHARACTERISTICS:

This job class is distinguished by its responsibility for the administration / supervision of a major part of a planning program. This class is the advanced journey level classification in the Planner series. The Series includes Assistant Planner, Associate Planner, and Senior Planner. Depending upon assignments, some positions may be permanently allocated to this level and some positions may be designated as flexibly staffed at various levels in the series.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the supervisor. Exercises supervision over other professional, technical and/or office support staff. At this advanced level the incumbent is expected to utilize highly technical, analytical skills which are necessary in order to function with the degree of independence required in completing assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supervises professional and/or technical staff engaged in City planning activities.
- Establishes priorities and defining processing requirements.
- Responds to questions and issues raised by the City staff, developers, contractors, architects, engineers, and the general public; interpret the General Plan, zoning code and related ordinances or City regulations.
- Conducts research and special studies.
- Coordinates projects and activities with other City departments and outside agencies.
- Manages consulting contracts for planning projects.
- Makes presentations before community groups, Boards, Commissions and/or the City Council.
- Performs related duties as required.

KNOWLEDGE OF:

- Principles and practices of planning and the methods used in the implementation of such plans.
- Current trends in federal, state and local planning.
- Socioeconomic and physical resource aspects related to assigned programs.
- Effective supervisory methods and techniques.

ABILITY TO:

- Prepare and analyze various professional studies.
- Prepare written reports.
- Make presentations to committees, community groups, the Planning Commission & City Council.
- Establish and maintain effective working relationships with others.
- Provide leadership to staff.

EDUCATION and/or EXPERIENCE:

Graduation from a recognized college or university with a Bachelor's degree in Planning or related field and five years of increasingly responsible professional planning experience. A Master's degree in Planning may be substituted for one year of experience. Public agency experience desirable. Excellent written and verbal communication skills required.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid California drivers' license and have a satisfactory driving record.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

FLSA Status: Non-exempt
Prepared By: Nash and Company, Inc.
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