



## Senior Planner

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### Summary

Perform complex planning studies related to review of development applications and development of comprehensive plans, facility plans, and capital improvement programs for utilization of land and physical facilities of the City.

### Class Characteristics

General direction is provided by the Community Development Director; responsibilities include the direct and indirect supervision of lower level professional, technical, and support services positions.

### Essential Duties, Skills, and Demands of the Position

*The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.*

#### Duties:

Compile and analyze data on economic, social, and physical factors affecting land use and circulation, develop recommendations, and prepare or oversee graphics and narrative reports.

Confer with local authorities, elected and appointed leaders, citizens, regulatory agencies, and land planning and development specialists to devise and recommend arrangements of land and physical facilities for residential, commercial, industrial, and community uses.

Recommend governmental measures affecting land use, public utilities, community facilities, and housing and transportation to control and guide community development and renewal.

Review, evaluate, and manage the preparation of environmental impact reports applying to specified private and public planning projects and programs.

Perform related duties as assigned.

#### Skills/Abilities:

Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Write reports for publications that conform to prescribed style and format.

Effectively present information to top management, public groups, and various committees, elected officials, and appointed officials during meetings or informal discussions.

Work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry.

Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Define problems, collect data, establish facts, and draw valid conclusions.

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Interpret an extensive of technical instructions in mathematical or diagram form deal with several abstract and concrete variables.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

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

### Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move weight 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. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.

### **Qualifications**

#### Knowledge of:

California Environmental Quality Act, Subdivision Map Act.

Planning, zoning, and development regulations.

General planning principles and theories.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

#### Education and Experience

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

#### Education:

A Bachelor's degree from an accredited college or university with major course work in planning or a related field.

#### Experience:

Three years related experience and/or training or equivalent combination of education and experience.

#### Certifications/Licenses:

Possession of a valid California Class C driver's license

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Department: Community Development

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