

SENIOR PLANNER

DEFINITION

To perform professional and technical urban planning duties requiring specialized knowledge; to organize, assign and review the work of assigned staff engaged in preparing staff reports to the Planning Commission; 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 review of larger, more complex development projects and providing technical and functional supervision over assigned professional 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 Community Services Director.

Exercises technical and functional supervision over assigned professional staff.

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

Review, analyze, and provide feedback on complex development proposals, subdivisions, lot line adjustments, and other land use applications and matters.

Prepare meeting agendas and minutes, legal notices, staff reports, environmental documents, letters, and other correspondence.

Attend, facilitate and make presentations at City Council, Planning Commission, and other commission and committee meetings.

Review and comment on civil improvement plans, building permit plans, and telecommunications facility applications.

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

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

Participate in evaluating the activities of staff, recommending improvements and modifications.

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

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.

Principles and practices of urban planning and development.

Pertinent local, state and federal laws and regulations.

Methods and techniques of effective report preparation and presentation.

Modern office equipment including computers and applicable software.

Ability to:

Perform the most complex duties related to professional current and long range 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.

Make presentations and effectively communicate in public forums.

Interpret engineering drawings, architectural plans, maps, surveys, and other relevant documents.

Analyze and evaluate complex development proposals.

Interpret, apply and explain laws affecting general plans, zoning, and land divisions, as well as City policies, regulations and processes.

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:

Two years of responsible journey experience similar to Associate Planner with the City of Sonoma.

Training:

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

License and Certificate

Possession of, or ability to obtain, a valid California driver's license as required by the position.