

## **Senior Planner**

### **Definition**

Under general direction of the City Manager, plans, directs, supervises, and coordinates the activities of the Planning Department; and performs other work as required.

### **Distinguishing Characteristics**

This single position class is responsible for the city planning activities, including updating and implementing the City's General Plan. The incumbent reports to the City manager.

### **Examples of Essential Duties**

Provides long range city planning including preparation of zoning ordinances, environmental reviews, development and maintenance of the City's General Plan, and the review of new development projects; supervises and directs through subordinates a variety of activities including hiring, performance evaluations, training, and disciplinary actions; interprets and explains city management provisions involving ordinances, rules, policies and agreements to officials, employees, and the general public; keeps abreast of all local, State, Federal and other regulatory agency laws, rules, and policies applicable to assigned programs to ensure compliance; may participate in negotiations of vendor contracts; directs the preparation and administration of the Planning Department's budget, including budget estimates and justification; maintains cost controls to assure compliance with budget provisions; directs and assures the maintenance of records and preparation of reports necessary for program operations; prepares reports and correspondence as required.

### **MINIMUM QUALIFICATIONS**

**Education:** Possession of a baccalaureate degree from an accredited college or university with a major in urban planning, public or business administration, or other closely related field is preferred.

**Experience:** Five years of full-time experience providing professional planning work, of which at least two years were in a supervisory or management capacity over one or more major planning functions which would demonstrate the possession of the knowledge, skills, and abilities listed below.

**Knowledge Skills and Abilities:** Thorough knowledge of the principles, practices ordinances, and laws affecting City and/or County General Plans, including the processing of environmental reviews, and CEQA procedures; General knowledge of development and processes related to budget preparation and maintenance; human resources principles and practices; statistical methods and graphic presentations; practical application of computers and peripheral equipment; inventory control and space management; contract negotiation, preparation, and monitoring; basic word processing techniques; English grammar, punctuation, spelling, and usage.

Ability to plan, organize, supervise and manage the activities of the City's Planning Department; maintain and update the City's General Plan, and process planning applications for zoning, lot splits and related planning issues; plan, organize, supervise and manage the public works activities of the City; perform budget analysis, preparation and monitoring; research, analyze and make recommendations on administrative, management and procedural practices; write logical, comprehensive, concise reports and correspondence; prepare effective presentations of conclusions and recommendations; establish and maintain effective and cooperative working relationships at all levels of the City and with the general public; acquire subject matter expertise in the functions and activities of the Planning Department; use computer and related peripheral equipment; prioritize work efficiently; prepare and analyze financial and statistical data; supervise and provide work direction to clerical, technical and professional personnel; develop and train others in following procedures and instructions for administrative activities; effectively represent the department to other governmental agencies, and before public bodies.

Licensed Required: Valid California Motor Vehicle Operator's License.