

**SENIOR PLANNER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general direction, to perform a variety of professional planning functions supporting the City's development review process, short and long term planning, Community Development Block Grant (CDBG) projects and environmental review; to supervise assigned staff; to prepare and present a variety of reports to the Planning Commission; and to perform a variety of tasks relative to assigned area of responsibility.

**EXAMPLES OF DUTIES**--*Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Performs a variety of professional planning functions supporting the City's development review process, short and long term planning, Community Development Block Grant (CDBG) projects and environmental review; confers with the general public and private contractors regarding development projects; conducts field investigations and compiles data for the preparation of reports, maps, charts and other graphic materials; prepares and presents reports to the Planning Commission and City Council; supervises the preparation of Planning Commission packets and agendas; supervises and coordinates census projects; meets with developers to discuss planning regulations and fees; supervises filing of development applications; conducts investigations and research involved in studies of land use, population trends, community design, transportation and environmental concerns; identifies City's long term planning needs; prepares strategy plans for residential and commercial revitalization; participates on assigned boards and commissions and prepares related reports; serves as liaison to the community regarding advanced planning, development projects and long range community plans; provides assistance to the public regarding renovation of historical buildings; prepares environmental impact reports, negative declarations and categorical exemptions for private and public development projects; ensures conformance with applicable environmental laws and regulations; processes environmental documents for CDBG projects; prepares applications and processes Resource Agency Permits; interviews, hires and supervises consultant teams in the preparation of environmental impact reports and technical documents; conducts field visits of project sites and environmentally sensitive areas; reviews and comments on environmental documents for projects in surrounding areas that may affect the City; assists in the preparation of grant applications involving environmental issues; performs related duties and responsibilities as required.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Modern principles, practices and techniques of land use, planning, zoning, community development and environmental protection.

- Methods and techniques of short and long term planning.
- Development review processes and procedures.
- Methods and techniques of research and analysis as related to community development, growth and planning.
- Principles and practices of record keeping.
- Principles and practices of report preparation.
- Pertinent Federal, State and local laws, codes and regulations including zoning and environmental.

**Ability to:**

- Perform a variety of professional planning duties in support of the City's development review process and long range planning activities.
- Conduct field investigations and compile data for the preparation of reports, maps, charts and other graphic materials.
- Prepares and present reports to the Planning Commission and City Council.
- Conduct investigations and research involved in studies of land use, population trends, community design, transportation and environmental concerns.
- Identify long term planning needs and prepare plans for residential and commercial revitalization.
- Ensure conformance with applicable environmental laws and regulations.
- Interview, hire and supervise consultant teams in the preparation of environmental impact reports and technical documents.
- Meet and deal effectively with local public officials, developers, land owners, consultants and the general public.
- Respond to requests and inquiries from the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

**EXPERIENCE AND TRAINING QUALIFICATIONS**

**Experience:** Five years of increasingly responsible professional land use planning experience.

**Training:** Equivalent to a Bachelors degree from an accredited college or university with major course work in community development, planning, business administration or a related field.

**License or Certificate:** Possession of an appropriate, valid driver's license.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for sitting for prolonged period of time; speaking and hearing to exchange information.