

SENIOR PLANNER

FLSA Status –Exempt
EEO Code – B/Professionals
Class Code - E210



GENERAL DESCRIPTION OF THE DUTIES

Serves in a lead capacity providing direct assistance to the Planning Director, as a subject matter expert, in the performance of all aspects of a variety of complex land use planning work in such areas as land use, community development, cultural, special planning studies, urban design and architecture, transportation planning, and code and policy development. Assists in implementing regional planning initiatives in coordination with other local, state and federal agencies. Performs complex and challenging specialized functions with minimum direction and supervision.

The Senior Planner is the advanced journey-level classification within the Planner series and serves as a team leader, project coordinator and resource for other planners to access. This position provides technical information and interprets laws, ordinance, rules and regulations for land developers and the general public. The Senior Planner conducts research and prepares detailed analyses and recommendations for land use issues.

SUPERVISION RECEIVED

This position works under the general supervision and direction of the Planning Director.

SUPERVISION EXERCISED

Supervision is not a typical function assigned to this position. May be assigned specific duties to coordinate and manage work of Assistant and Associate Planners. May provide training and orientation to newly assigned personnel on department policies and practices. May supervise Department staff in absence of Director. Oversees work of outside consultants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Reviews and analyzes development applications and plans. Prepares research reports, plans, maps, and charts related to short- and long-range comprehensive planning, zoning, permits and community development. Confers with developers and the public in both office and field locations. Makes presentations to Planning Commission and City Council regarding plans and ordinance amendments, conditional uses, rezones, etc.
2. Provides general and technical information and interprets planning laws, ordinances and codes for land developers, general public, and other City staff. Receives input from citizens and assesses public opinion on planning matters. Administers zoning ordinances and makes recommendations to Planning Commission as appropriate.

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3. Prepares grant application forms and administers grants awarded to City as assigned. Prepares requests for proposals, reviews consultant qualifications, negotiates contracts, prepares budgets and tracks expenses. Prepares work programs and timelines, reviews consultant work, prepares progress reports and other similar tasks associated with completing the required work program.
4. Serves as a project manager in the development of short and long range plans as assigned through the approval process, prepares reports and related data as required and conducts inspections.
5. Develops plans and assists in developing policies and guidelines to direct community growth.
6. Identifies community's attractors and liabilities as it pertains to planning, and makes recommendations to amend department's programs and policies appropriately.
7. Researches, develops and recommends new programs, projects or program improvements to enhance the enduring value of the community for future generations.
8. Performs major work toward implementation of City plans and policies with State and regional planning agencies, including evaluation and preparing reports on the relationship of existing City policies and regulations to State and regional planning goals, policies, and regulations.
9. Prepares reports for review by Department and City management indicating how State and regional goals, policies, and regulations affect the City, including suggesting appropriate courses of action.
10. Manages and participates in large planning projects involving considerable interaction with developers, agencies, civic groups and special interests. Provides direct project supervision over planners and planning support staff.
11. Reviews development proposals, working with the customer to complete a land use solution that complies with laws and regulations in an expedited process.
12. Provides staff support to the Planning Commission and various other commissions and committees, including City Council, as needed and assigned.
13. Attends meetings and hearings with official and public groups and contributes to such with discussions and presentation of materials, as assigned or appropriate.
14. Performs other duties as required to accomplish the objectives of the position.
15. Prepares a variety of studies, reports and related information for decision-making purposes.

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16. Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.
17. Serves as a member of various staff committees as assigned. Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

OTHER JOB FUNCTIONS

1. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
2. Maintains harmony among workers and resolves grievances. Performs or assists subordinates in performing duties; adjusts errors and complaints.
3. Performs related work as required.
4. Follows all safety rules and procedures established for work areas.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Broad knowledge of planning and land use laws and comprehensive plans (including their formation, process of adoption, and enforcement), environmental studies, urban design/architecture, geography, report preparation and presentation methods;
- Knowledge of data gathering and research techniques;
- Knowledge of the design and distribution of questionnaires and other citizen survey tools used in the planning process;
- Knowledge of the theory and methods of formulating land use and other policies;
- Knowledge of the methods used for citizen involvement in planning projects;
- Knowledge of planning applications for land use theory, urban design, economics, municipal finance, land use law, environmental design, resource development, and ecology; and
- Knowledge of computer applications for word processing, desk top publishing, creation of spread sheets and computer-generated business graphics.

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Skills

- Skill to analyze data gathered and to prepare reports and recommendations;
- Skill to clearly present information in oral, written, graphic or other form;
- Skill in public speaking for making reports and information presentations about planning and community development activities to citizens, business, and other interest groups;
- Skill in clearly expressing policies, regulations, and procedures orally and in writing;
- Skill in identifying regulatory actions such as the creation of zoning code provisions or changes in the zoning map which will implement the City's land use and other policies; and
- Skill in the design of documents to provide information to the public and/or to involve the public in planning issues.

Abilities

- Ability to establish and maintain effective working relationships with citizen groups, environmental organizations, and trade associations;
- Ability to work with organizations to facilitate their development of positions on planning related matters or in the development of their planning documents;
- Ability to draft ordinances and resolutions, which amend the City's policies and/or codes in minor ways;
- Ability to prepare reports, including recommendations for the creation or amendment of policy and/or zoning;
- Ability to apply methods of planning to the development of solutions to problems, which involve the creation and/or implementation of policy;
- Ability to use computers and learn a variety of computer software programs;
- Ability to work under limited supervision, set up meetings and meeting schedules, and prepare applications for grants;
- Ability to establish and maintain effective working relationships with individuals from diverse backgrounds; and
- Ability to communicate effectively with the public, members of outside agencies, and employees.

EXPERIENCE AND EDUCATION

Graduation from an accredited four-year college or university with a Master's degree in a closely related field; and five (5) years of experience of closely related job experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

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DESIRABLE EXPERIENCE, TRAINING AND CERTIFICATIONS

Graduation from an accredited four-year college or university with a degree in a land-use planning, urban planning, or public administration, and five (5) years of experience as a professional land use planner for a government or private entity.

Certification in the American Institute of Certified Planners (AICP).

PHYSICAL DEMANDS OF POSITION

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 job functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING CONDITIONS

Majority of work occurs in usual office working conditions. Approximately 20% of the work period takes place outdoors while conducting site inspections or reviews. The noise level in the work environment is typical of most office environments. Attendance at various meetings may require evening work.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 10/94
Revised: 05/01
Revised: 04/18