



## **CITY OF WINTERS**

### **PLANNER**

#### **DEFINITION**

To perform routine professional and technical planning duties.

#### **DISTINGUISHING CHARACTERISTICS**

Planner will perform a variety of advanced professional planning tasks of moderate difficulty with minimum supervision. Duties require the equivalent of professional planning experience. Work is normally reviewed on completion and for overall results.

#### **SUPERVISION RECEIVED AND EXERCISED**

Immediate supervision is provided by the City Manager. Functional or technical supervision is also received from higher level planning personnel/consultants. Assignments may require indirect supervision to less experienced personnel and working with contracted consultants.

#### **EXAMPLES OF DUTIES**

The following are typical illustrations of duties encompassed by the position, not an all inclusive or limiting list:

#### **ESSENTIAL JOB FUNCTIONS**

- Reviews applications for residential, commercial and industrial development; evaluates alternatives and conformance with City policies, ordinances, the General Plan and state and federal laws; prepares and presents staff reports to the Planning Commission and City Council regarding such applications.
- Serves as project manager for complex planning projects, including analyzing and evaluating site and architectural plans, performing technical review for project plans and applications and making recommendations; manages consultant contacts including determining scope of work and budgets, tracking budgets and approving contract payments.
- Coordinates current planning projects including commercial, industrial projects and residential sub-divisions through the administration of the City's zoning code, general plan and established design guidelines, form based codes and approved development agreements.

- Reviews applications for zoning variances and other occupancies for conformance to applicable ordinances and policies.
- Prepares written project analysis including identifying appropriate land use policy, design issues and environmental requirements; makes recommendations for action.
- Serves as staff liaison to the Planning Commission, ad-hoc committees and elected officials, including providing technical advice and giving presentations.
- Confers with and provides information to property owners, contractors, developers, engineers architects and the public regarding conformance to standards, plans specifications and codes; explains codes, requirements and procedures and evaluates alternatives.
- Conducts site inspections, including determining if projects are in compliance with laws, regulations and ordinances, makes recommendations on changes.
- Performs other duties of a similar nature or level.
- Regular and consistent attendance.
- Work cooperatively with others.
- Participate in the development and revision of community design guidelines, zoning, subdivision and other City planning policies, regulations, and procedures.
- Promote and maintain safety in the work place.
- Represent the City in the community and at professional meetings as required.
- May assume lead responsibility over beginning level professionals, interns, or paraprofessionals.

Perform related duties as assigned.

## **QUALIFICATIONS**

Knowledge of:

Applicable Federal, State, and municipal planning laws and regulations, including applicable environmental laws and regulations.

Organization and functions of various agencies involved in the planning process.

Municipal government decision making processes pertaining to zoning and land use regulation.

Basic site planning and architectural design.

Basic principles, practices, and purposes of urban planning, project management, zoning and design review applications.

General principles and techniques of research and statistical analysis as applied to planning.

Safety principles, practices and procedures.

Operation and programs of a personal computer.

Skill to:

Administer complex current planning and zoning activities and projects in an independent and effective manner.

Collect and analyze data and develop sound conclusions and recommendations; prepare complex and comprehensive plans and reports; properly interpret and make decisions in accordance with laws, regulations, and policies.

Evaluate meeting preparation materials and prepare agendas for a variety of planning related commission and City Council items and meetings.

Interpret and apply applicable environmental laws and regulations as they apply to submitted projects and applications.

Serve as a liaison to boards and commissions.

Assist in the supervision and training of less experienced personnel.

Provide information to the general public regarding planning services.

Gather, compile, and analyze technical and statistical data.

Learn applicable laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Apply and read plans and design documents;

Work on multiple projects with multiple City departments and agencies;

Learn and accurately interpret laws, regulations, map sites, building plans, and zoning regulations and planning policies.

Serve as zoning administrator as assigned.

Collect and organize data pertaining to land use and development.

Develop cooperative public relations with developers, businesses, and the general public.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

### Education and Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major work in planning, community development, urban design or related field.

A Master's degree in planning or related field desirable.

#### Experience:

Minimum of four years of professional planning experience in municipal or regional planning administration.

#### License or Certificate

Possession of a valid California Driver's License; American Institute of Certified Planner Membership highly desirable.