



Senior Planner

DESCRIPTION

Under the general direction of the City Manager, the Senior Planner performs and oversees professional planning work in the area of current and long-range planning; provides highly complex assistance in the areas of Planning, Housing and Economic Development; and oversees the City's housing program and consultants. This position is a member of the City's management group and operates at the division manager level.

DISTINGUISHING AND CHARACTERISTICS

This is the advanced journey level class in the professional planning series and performs at level of Division Manager. Positions at this level are distinguished by the independence with which they perform their more difficult and complex duties requiring the application of advanced principles and practice of urban planning and development. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from the City Manager.
- Exercises technical and functional supervision or direction over professional personnel as it relates to the Planning functions and directs the work of professional consultants.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

Essential functions and responsibilities may include, but are not limited to, the following:

PLANNING

- Leads planning and policy efforts, focusing on land use, urban design, regulatory issues, and implementation strategies; prepares amendments to zoning ordinances, creates new ordinances, designs guidelines, and other policy or regulatory documents.
- Makes recommendations on development applications including but not limited to, special use permits, variances, tentative subdivision maps, residential planned development permits, other zoning applications, and prepares appropriate reports.
- Analyzes proposed development projects and proposed subdivision maps for compliance with adopted planning and zoning regulations.
- Oversees and administers the General Plan, zoning, specific plans, design guidelines and subdivision ordinances.
- Participates in the work of professional and technical employees including data collecting, analysis, plan formulation, and implementation of a wide variety of planning, zoning and environmental review activities.

- Performs responsible and complex professional planning work.
- Oversees, participates in, and coordinates special planning, zoning, and environmental studies; prepares reports and findings.
- Prepares assessment of environmental impact for Environmental Impact Reports and other documents required by California Environmental Quality Act (CEQA) for assigned projects. Including monitoring of contract for compliance with contract provisions.

HOUSING

- Assists in preparation and implementation of housing programs for targeted populations including implementation of the General Plan Housing Element; assists developers with affordable housing components of master planned projects; investigates funding mechanisms and sources for affordable housing including bonds for affordable housing.
- Monitors compliance with the adopted affordable housing programs; assists in preparing an economic analysis of the City's affordable housing program and prepares an amendment to the Housing Element as required by State law.

ECONOMIC DEVELOPMENT

- Maintains detailed socioeconomic data and other relevant statistics.
- Monitors available land for development and / or redevelopment for better or higher use.
- Maintains relationships with the business community, including the Chamber of Commerce and Downtown Business Association.

GENERAL

- Provides information to the public regarding zoning, land use, and the general plan; the City's affordable housing program and Housing Element policies; and opportunities and processes related to economic development.
- Prepares and presents staff reports on planning and zoning matters to the City Council, Planning Commission, citizen boards and committees; serves as staff to various citizen boards and committees as necessary; prepares agendas and minutes for various boards and commissions.
- Assists in developing and implementing strategies to streamline the planning process.
- Coordinates planning, housing, and economic development activities with other city community development team members (Engineering and Building) and with outside agencies.
- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Supervises consultant contracts; inclusive of managing work product, quality control, scope, budget, and schedule.
- Conducts community outreach, including facilitating workshops and forums.

QUALIFICATIONS

Minimum qualifications:

Knowledge of:

- Principles and practices of comprehensive urban planning.
- Recent developments, current literature, and information sources in the field of housing, planning and zoning.
- Research methods and techniques including statistics and statistical analysis.
- Applicable federal, state and local laws, rules and regulations relating to planning and housing activities.
- Principles of organization, administration, budget and personnel management.
- Principles and practices of effective communication, both verbal and written.
- Office methods, electronic filing, and standard software programs, proficient in Word, Excel, PowerPoint, and Outlook. Ability to learn or operate permit software programs.

Ability to:

- On a continuous basis, knows and understands all aspects of the job; intermittently analyzes work papers, reports and special projects; identifies and interprets technical and numerical information; observes and problem solves operational and technical policies and procedures.
- Interprets and explains applicable codes and ordinances.
- Prepares, analyzes and makes recommendations regarding the financing of housing programs, and policy development and implementation.
- Studies, analyzes and compiles technical, statistical and economic information pertaining to housing, zoning and economic development research.
- Supervises professional, technical and clerical staff and consultants.
- Communicates clearly and effectively, orally and in writing.
- Establishes and maintains effective working relationships with those contacted in the course of work.
- Adapts to a changing environment regarding work priorities and projects.
- Exhibits teamwork through participation in collaborative professional dialogue; carries out policy directions and decisions.
- Demonstrates initiative and exercise good judgment in the performance of duties.
- Observes safety principles and works in a safely manner.
- Attends evening meetings as required.
- Represents the City in public events and/or functions.
- Continuously provides and fosters an environment that values delivering a high-level of customer services.

EXPERIENCE AND TRAINING

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

Experience:

- Four years of responsible experience in the field of housing, urban, economic development, and environmental planning, including one year of supervisory experience.
- Three years minimum of urban planning experience is required and may not be substituted with education unless [American Institute of Certified Planners \(AICP\)](#) “certified planner” designation.

Training:

- Equivalent to a Bachelor’s degree from an accredited college or university with major course work in urban planning, regional planning, business or public administration, or a related field.
- Master’s degree is highly desirable.

License or Certification:

- Possession of California Driver’s license upon hire.

SUPPLEMENTAL INFORMATION

Physical / Sensory Requirements:

Must possess mobility to work in a standard office setting, use standard office equipment and move between various office locations; strength to lift and carry office materials weighing up to 10 pounds; vision to read printed materials and on the computer; ability to hear and communicate verbally in person and over the telephone.