



July 2021
FLSA: Exempt

SENIOR PLANNER

DEFINITION

Under general supervision or general direction, to assume responsibility for a major portion of the Town's current, long-range, and environmental planning programs, staff representative to the Planning Commission; to perform difficult and complex advanced level planning duties. Including review of development and land use applications, zoning, site plans, and environmental documents; provides project management and administration; completes technical assessments and prepares written project analyses; provides professional advice and assistance to the public on planning, community development, zoning, permits, and environmental review; provides complex professional staff assistance to the Community Development Director, other departments, and the public in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or general direction from the Community Development Director. Exercises technical and functional direction over and provide training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced level class in the Planner series. Incumbent's plan, develop, and implement policies and procedures for town-wide initiatives, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. Incumbents aid the Director in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, Town functions and activities, including the role of the Town Council and Architecture and Design Review Board, and the ability to develop, oversee, and implement projects and programs in a variety of areas. This class is distinguished from the Associate Planner in that it is responsible for the most complex, analytical and programmatic functions within the division and policies and initiatives impacting the strategy and direction of the Town.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Prepare, revise and implement the General Plan and other comprehensive plans as directed.
- May supervise and participate in the conduct of complex planning studies and environmental evaluations of private and public projects; prepare environmental planning programs.
- Prepare staff recommendations on revisions to various comprehensive plans and planning-related Town ordinances.
- Assists in the administration and enforcement of zoning and subdivision ordinances and codes.
- Represents Planning Division by staffing various boards, commissions and committees.
- Review's routine to complex commercial, industrial, and residential development proposals, plans, and applications for issuance of zoning clearance and for compliance with appropriate codes, ordinances, standards, laws, rules, regulations, and policies.

- Makes authoritative interpretations of applicable regulations and policies, coordinate planning activities with other Town departments, division offices and with outside agencies.
- Represents the Town in the community and at professional meetings as required; responds to citizen complaints and requests for information.
- Reviews permit applications and building plans for completeness and compliance with current Town codes and regulations; provides interpretations of the California Environmental Quality Act (CEQA), Subdivision Map Act, and local environmental guidelines; identifies corrective actions to be taken by owners; recommends improvement and rehabilitation programs; conducts follow-up and re-check and approves or denies submittals.
- Assists the public at the front counter and on the phone, answering questions and providing information regarding zoning, land use, development standards, approved development proposals, and the Town's entitlement process; performs plan check functions for various projects; receives and reviews applications for building permits for completeness; receives and records zoning and code compliance complaints, establishes appropriate files, performs inspections of document violations, coordinates actions with those of other agencies, and implements appropriate procedures to correct or resolve each complaint and violation.
- Serves as project manager on planning and development projects, which includes application and plan review, coordination with project applicants and other Town departments, preparation and posting of legal notices, background research, environmental review, preparation of staff reports, scheduling meetings and hearings, and monitoring of project implementation to verify substantial conformance with approved plans, conditions, and mitigation measures; suggests revisions to site plans and architecture; inspects project development sites.
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets social, economic, population, and land use data and trends; research and reviews previous entitlements and Town records; develops recommendations and prepares written reports on various planning matters and the Town's General Plan; participates in the implementation and administration of the Town's General Plan and development regulations.
- Prepares and presents staff reports and recommendations for the Town Council, Planning Commission, Design Review Committee, Zoning Administrator, Staff Review Committee, and various other committees and advisory boards as directed; prepares research, reports, maps, and conducts briefings and meetings.
- Confers with and advises architects, builders, attorneys, contractors, engineers, and the general public regarding Town development policies and standards; provides and clarifies information relative to land use, zoning, code interpretation, general plan compliance, signage, and other issues.
- Researches and assists in preparing ordinances for review.
- Participates in coordinating Town planning and development related activities with other Town departments and with outside agencies.
- Refers to and applies numerous documents including the General Plan, Zoning Ordinance, California Environmental Quality Act, Subdivision Map Act, State Planning laws, Municipal Code, Specific Plans, Redevelopment Guidelines, emergency operations manual, historical preservation guidelines, County tax assessor's maps and records, building and architecture plans, etc.
- Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of urban planning and other types of public services as they relate to the area of assignment.
- May provide technical direction and training to other planning and technical staff.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles and practices of technical and legal issues of urban and regional planning, zoning, urban economics, demographics, and environmental planning and program management.
- Geographic, socio-economic, transportation, political, and other elements related to Town planning.
- Comprehensive plans and current planning processes and the development process.
- Site planning and architectural design principles.
- General concepts of architecture, landscaping, grading, drainage, and traffic and transportation engineering as they relate to the process of urban planning.
- Operational characteristics, services, and activities of a comprehensive environmental planning program.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Project management and contract administration principles and techniques.
- Researching and reporting methods, techniques, and procedures.
- Recent developments, current literature, and sources of information related to planning, zoning, and environmental review.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles of advanced mathematics and their application to planning work.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Interpret planning and zoning programs to the public; identify and respond to issues and concerns of the public, Town Council, and other boards and commissions.
- Read plans and specifications and make effective site visits.
- Assess, monitor, and report environmental impact on and of various Town programs and services.
- Analyze site design, terrain constraints, land use compatibility, utilities, and other urban services.
- Conduct routine research projects, evaluate alternatives, and make sound recommendations.
- Read and understand technical drawings and specifications.
- Perform mathematical and planning computations with precision.
- Direct the work of contract consultants.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to a bachelor's degree from an accredited college or university with major course work in planning, public administration or a related field. A master's degree in planning or a related field is highly desirable.

Experience: Five years of increasingly responsible professional planning experience, including two years of supervisory or administrative responsibility.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect Town development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.