

SENIOR PLANNER

GENERAL:

Under direction, to perform variety of highly responsible complex professional planning duties in the field of current and advance planning; assume a lead role over less experienced professional and technical staff; and assume highly complex and critical planning assignments.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey-level class within the professional planning job classification series. Positions at this level are able to work independently and receive minimal supervision and assistance from management staff. The Senior Planner is distinguished from the next lower level of Associate Planner by the degree of difficulty in planning assignments, such as economic development, transportation issues, etc. and also provides lead supervision to a limited number of planners and technical staff.

SUPERVISION RECEIVED:

This position receives general supervision from management staff and may be trained or supervised by planning staff with higher job classifications.

REPRESENTATIVE ESSENTIAL DUTIES:

Duties could include but are not limited to the following:

- Plans, assigns, coordinates, supervises and reviews the work of professional planning staff and others in the preparation, revision, administration of master plans, zoning ordinances, environmental compliance (CEQA/NEPA) and development regulations.
- Provides input into the development and participates in the implementation of the Community Development Department work plan.
- Prepares staff reports, resolutions and ordinances for the Planning Commission, Development Review Committee, various advisory boards or commissions and the City Council as directed.
- Researches, analyzes and interprets social, economic and population and land use data and trends.
- Researches planning information and concepts, land use and legal issues relating to current and long range planning matters and policy issues.
- Analyzes and recommends long range comprehensive planning policy documents; collect, records and summarizes statistical and demographic information; establishes and maintains a comprehensive database.
- Assists in the enforcement of the City's Zoning and Subdivision Ordinances.
- Prepares and provides planning presentations to community groups and responds to inquiries or requests for information regarding impact and/or effects of projects.
- Updates and maintains zoning information, record files, and other planning documents in both paper and/or electronic form.
- Prepares advanced planning studies for the City General Plan including element preparation, policy formulation, program implementation and public presentation of findings and recommendations.

- Assists in production of major planning documents such as the City General Plan, environmental documents and specialized plans such as Master Plans, Specific Plans, environmental compliance plans, and related topics.
- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Performs related duties as required.

KNOWLEDGE, ABILITIES, SKILLS AND QUALIFICATIONS:

Knowledge of:

Principles and practices of land use planning development; laws, rules and regulations affecting the activities of City government; advanced principles and practices of urban planning and development; methods and techniques of effective technical report preparation and presentation; statistical research methods and sources of information related to urban growth and development, land use transportation, communications and public utility systems; recent developments, current literature and sources of information related to municipal planning and administration; pertinent Federal, State and local laws, codes and regulations; personal computer hardware and software typically found in a modern office including planning related software applications.

Skill in:

Analyzing site design, terrain constraints, circulation, land use compatibility, utilities and other urban services; ensuring project compliance with Federal, State and local rules, laws and regulations; interpreting and applying pertinent urban planning laws, rules and regulations; preparing and analyzing technical and administrative reports, statements and correspondence; communicating clearly and concisely, both orally and in writing; representing City policies and programs with other governmental agencies and the general public as directed; utilizing computer hardware and software to complete work; establishing and maintaining cooperative working relationships with those contracted in the course of work..

EXPERIENCE AND EDUCATION:

Any combination of education and experience that would likely provide the required knowledge and skills is qualifying.

EDUCATION: Possession of a Bachelor's Degree in urban or land use planning, architecture, design or a closely related field.

EXPERIENCE: Four years of increasingly responsible planning experience, preferably with three years performing duties similar to those of an Associate Planner.

OTHER REQUIREMENTS:

Possession of a valid California driver's license and a satisfactory driving record; attend meetings outside of normal business hours; travel within the general community to project sites and meetings.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:

Mobility and manual dexterity to work in a standard office environment, use standard office equipment and attend meetings; vision to read handwritten and printed materials and a computer screen; speech and hearing to communicate in person and by telephone.

GENERAL:

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

THE POSITION IS INCLUDED WITHIN THE CLASSIFIED SERVICE OF
THE CITY OF GRASS VALLEY

AN EQUAL OPPORTUNITY EMPLOYER