



SENIOR PLANNER

DEFINITION

To perform a variety of difficult and complex professional work related to assigned area of responsibility, including but not limited to, the preparation of studies and reports, project management of specific plans involving multiple stakeholders, and the identification and implementation of project funding, and to provide professional staff assistance to higher level staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the professional planner series responsible for management of a major City or departmental program area or a major project. This classification is distinguished from the next lower classification of Associate Planner by the responsibility for the more complex and controversial projects involving multiple departments and stakeholders. It is distinguished from the next higher classification of Planning Manager in that the latter is responsible for the overall management of the Planning Division.

SUPERVISION RECEIVED AND EXERCISED

- Receives direct supervision from higher level staff.
- May exercise direct supervision over professional, technical and administrative support personnel.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Prepare, recommend, and assist in the implementation of goals and objectives for assigned programs.
- Participate in grant and program budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.
- Coordinate special planning, zoning, environmental and other studies; prepare reports and findings.
- Coordinate the City's environmental review process for assigned projects; review and process applications; document findings and recommendations.
- Make recommendations on business licenses, development permits, special use permits, variances, tentative maps, residential planned development permits, as well as other zoning applications; prepare appropriate reports.
- Assist with the administration and implementation of the City's General Plan, updates and additions to the General Plan, zoning and subdivision ordinances as necessary; function as project manager on larger, complex or important projects; plan and lead a variety of meetings including project coordination and community meetings.
- Oversee the Department's sustainability efforts, including implementation of the Greenhouse Gas Reduction Plan.
- Plan, prioritize, assign, supervise and review the work of assigned staff; assign work activities, projects and programs and monitor work flow; review and evaluate work products, methods and procedures. Recommend the appointment of personnel; provide or coordinate

staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for efficient and professional operation.

- Effectively resolve disputes between staff and developers, contractors, architects, engineers and the general public.
- Review and oversee the more complex plans for construction, alteration, or repair of residential, commercial and industrial buildings to assure compliance with applicable codes.
- Provide oversight for a City program as assigned.
- Prepare staff reports, and provide recommendations to various City and citizen advisory boards and committees; present planning and zoning matters to the City Council, and citizen boards and committees; serve as staff to various citizen boards and committees as necessary; prepare agendas for various boards and commissions.
- Perform professional level work in the field of current or advanced planning; coordinate planning activities with other City departments, and with outside agencies as required.
- Represent the department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Theory, principles, and practices of municipal planning, zoning, land use control, affordable housing, and urban design; detailed, in-depth working understanding of current trends in federal, state and local planning.
- Applicable State, Federal and local laws, rules and regulations applicable to planning and environmental review, including the Subdivision Map Act, CEQA, and NEPA.
- Statistical and research methods as applied to the collection, analysis, and presentation of planning data.
- Principles and practices of supervision, training and personnel management.
- Recent developments, current literature, information sources, and research techniques in the field of urban planning.
- Principles and methods of effective project management.
- Principles and practices of organization, administration, and budget management.
- Computer application programs such as word-processors, spreadsheets, database programs, GIS, and presentation software; graphic illustration and presentation techniques and methods.
- General office methods, equipment use and procedures.
- Principles and practices of good customer service.
- Techniques and principles of effective interpersonal communication.
- Principles and practices of safety management.

Ability to:

- Understand the operations of the planning function; prepare clear, concise and comprehensive planning reports for the more complex development projects. Complete complex land use and planning analysis, and prepare comprehensive, long range municipal planning documents, plans, and codes.

- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Accurately interpret General Plan policies, design guidelines, zoning regulations, and department policies; apply these to complex development projects.
- Analyze and compile technical and statistical information and prepare reports.
- Understand, critically evaluate and interpret legal descriptions, architectural plans, blueprints and specifications, site design and related drawings, charts and tables.
- Supervise, train and evaluate personnel.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Demonstrate political acumen by representing the City professionally at all times; deal positively with controversial or sensitive issues, assist with facilitating participatory decision making to resolution, and gaining cooperation through discussion and persuasion; exercise initiative and independent astute judgment; and interview, investigate, problem solve, and negotiate effectively.
- Manage projects and multiple priorities effectively.
- Make formal presentations before groups utilizing visual displays and graphics.
- Work cooperatively and effectively with the public, applicants, and staff from other departments and agencies on controversial matters.
- Effectively facilitate meetings involving staff, citizens, developers and other stakeholder groups on complex and controversial projects.
- Assist in preparing and negotiating requests for proposals, contracts and agreements. Manage and coordinate services with contractors.
- Prepare, analyze and make recommendations regarding plans and applications received from developers, contractors and the general public; explain and communicate applicable codes and ordinances to affective parties.
- Assist in the development and monitoring of an assigned program budget; project, track and reconcile expenses.
- Attend public meetings in the evening to perform the requirements of the job.
- Preserve confidentiality of sensitive material routinely encountered as part of work assignments.
- Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Communicate clearly and concisely, both orally and in writing.
- Operate personal computer with proficiency and familiarity.

Experience and Training:

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

Experience:

Four years of increasingly responsible journey level experience in planning or zoning.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, public administration, land use, drafting or a related field.

License or Certificate:

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

Possession of an American Institute of Certificated Planners (AICP) certificate is desirable.

PHYSICAL/SENSORY REQUIREMENTS

On a continuous basis, sit at a desk for long periods of time; intermittently twist to reach equipment surrounding desk; walk and stand in office; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; lift or carry weight of 10 pounds or less.

File:	Senior Planner
FLSA:	Exempt
Created:	1/1/02
Revised:	7/29/03 Added Section 504 language
Revised:	01/28/2013 Remove division management responsibilities per 2005 reorganization plan; additional clarifications to scope of duties
Revised:	06/28/2018 Added supervisory responsibilities; revised format