

SENIOR PLANNER

DEFINITION

To plan, organize, direct and supervise the work of assigned Planning Department personnel related to current planning and/or advanced planning activities; to plan, coordinate and implement a variety of land use planning activities and programs; and to perform a variety of difficult and complex professional work related to assigned area of responsibility, including but not limited to, the preparation of complex Environmental Impact Reports, project management of complex specific plans involving multiple stakeholders, and the identification and implementation of project funding.

DISTINGUISHING CHARACTERISTICS

The Senior Planner class recognizes positions that perform advanced journey level duties, including first-line supervisory responsibilities over assigned planning staff and the performance of the more complex, responsible and political projects.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel.

Exercises direct supervision over professional and/or technical and administrative support personnel.

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

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for carrying out a variety of current, environmental and/or advanced planning activities; implement policies and procedures.

Serve as staff liaison to the Design Committee, Planning Commission, ad hoc land use committees and City Council subcommittees; supervise the production of staff reports, agendas, minutes, findings and recommendations; oversee appropriate legal noticing and advertisement of public hearings related to specific plan, general plan, annexations and environmental review projects.

Plan, prioritize, assign, supervise and review the work of staff involved in a variety of land use planning projects and/or programs, including environmental, current and advanced planning.

Inspect and evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for services, materials and supplies; monitor and control expenditures.

Initiate, manage and/or participate in complex planning studies and reports related to area of assignment; oversee coordination of assigned section activities with other City departments, divisions, and sections, outside agencies, citizens, consultants, and developers; coordinate comments and conditions of other City development departments on various development projects.

Participate in the selection of staff; provide or coordinate staff training; evaluate employee work performance; work with employees to correct deficiencies; implement discipline procedures.

Monitor plan check activities and performance.

Prepare complex specific plans, environmental documents, and other written reports; provide findings and make recommendations to the Design Committee, Planning Commission, and City Council, as appropriate.

Oversee enforcement of zoning code requirements and related land use codes and regulations.

Negotiate and develop complex contracts and development agreements; administer contracts for professional services to ensure work progress and compliance with contract terms and conditions.

Serve as lead in representing the City in public and official meetings to other City departments, outside organizations, regional planning bodies, elected officials and professional groups on planning matters; coordinate and conduct review of outside agencies' proposed projects and related environmental documents; assess and prepare comments on impacts/issues of interest to the City; attend public hearings and provide draft comments.

Review, track and comment on pending legislation and its impact on the City's interest as it relates to development and urban planning.

Perform outreach activities and participate in public workshops; make presentations to various community groups regarding planning issues.

Participate in or serve as staff to special committees related to current and/or advanced planning issues concerning the City's development and regional planning issues.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

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:

Advanced principles and practices of urban planning and development.

Environmental review standards and processes, including knowledge of CEQA and NEPA and the preparation of Environmental Impact Reports, Initial Studies, and (Mitigated) Negative Declarations.

Pertinent local, State and Federal laws, ordinances and rules, including the California Environmental Quality Act (CEQA), Subdivision Map Act, Memorandum of Understandings (MOUs) and California land use and planning law.

Principles of supervision, training, and performance evaluation.

Technical report preparation and review.

Architectural terms, practices and methods.

Principles of budget monitoring.

Principles and practices of safety management.

Ability to:

Organize, implement, supervise and perform the more complex planning work related to current and/or long range planning activities.

On a continuous basis, know and understand all aspects of the job; frequently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

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

Analyze site design, terrain constraints, utility capacity constraints, and land use compatibility; prepare maps and design guidelines, review and evaluate land use maps, improvement plans and construction plans.

Senior Planner

- 4 -

Analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under change, intensive deadlines on multiple concurrent tasks.

Interpret and explain pertinent City and related planning policies and procedures.

Develop and recommend policies and procedures related to assigned operations.

Operate a personal computer with proficiency and familiarity.

Supervise, train, and evaluate assigned personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Experience:

Two years of responsible professional planning work similar to that of an Associate Planner with the City of Roseville.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably with major course work in planning, environmental studies or a closely related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of an American Institute of Certified Planners (AICP) designation is desirable.

09-13-18

08-25-12

09-14-01

10-15-98

01-29-90

11-06-89

10-01-88

07-01-79 Senior Planner