CLASS SPECIFICATION
Senior Planner

GENERAL PURPOSE

Under general direction, organizes, supervises, reviews and participates in the work of staff performing professional and technical planning functions; participates in the professional planning work of the division; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Planner is the first-level supervisory class in the professional planning series. Incumbents are responsible for conceiving planning projects, developing analysis and work methods and reviewing the work of subordinate professional and technical staff. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

Senior Planner is distinguished from Principal Planner in that an incumbent in the latter class is uniquely focused on planning project management for designated large, high-profile real estate developments in the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve assigned goals and objectives; participates in developing, implementing and evaluating work processes, systems and procedures to achieve division and City goals, objectives and performance measures consistent with the City's quality and service expectations.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's human resources policies and labor contract provisions.

3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving City objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

4. Supervises, coordinates, reviews and participates in the work of employees performing professional and technical planning activities; assigns plan checks to subordinate case planners and prepares public

counter staff schedules to ensure adequate counter coverage; provides advice and guidance to assigned staff regarding project applications and plan checks; responds to the more complex planning questions at a public counter and handles escalated customer situations; confers with management to review current and proposed projects, work schedules, organization and personnel problems; prepares division training materials.

5. Plans, implements, administers and coordinates complex planning projects and programs; reviews and completes complex planning cases; prepares and processes amendments and updates to the City's General Plan, Municipal Codes and division policies; supervises and participates in legislative reviews and special planning studies; reviews reports and initial studies completed by case planners regarding planning matters; analyzes planning issues and determines project and program schedules and priorities; personally performs the most complex and sensitive planning work.

6. Serves as primary City liaison with multiple regional and local agencies, such as March Joint Powers Authority, Southern California Association of Governments (SCAG), Western Region Council of Governments (WRCOG) and others; prepares reports and other input for these bodies; prepares and makes presentations to decision-makers and the public; researches and responds to officials' requests for information.

7. Confers with builders, engineers, contractors, architects, developers and the public concerning City development policies, procedures, interpretation and application of City planning policies and ordinances, and conditions imposed on approved applications; confers with developers regarding potential development projects; coordinates planning activities with other City departments and external agencies.

OTHER DUTIES

1. Acts as the Planning Official in the incumbent's absence.

2. Coordinates the preparation of monthly reports for mitigation and impact fees; maintains records of current City development impact fees.

QUALIFICATIONS

Knowledge of:

1. Principles, procedures, standards, practices, information sources and trends in the fields of City planning.

2. Application of land use, physical design, economic, environmental, and/or social concepts to the planning process.

3. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility, including the Subdivision Map Act and the California Environment Quality Act.

4. Application, modification, and interrelationships between ordinances, policies, standards, procedures and practices associated with the planning function

5. Methods used in developing information for municipal planning projects.

6. Community trends and market analyses techniques.
7. Terminology, symbols, methods, techniques and instruments used in urban planning.
8. Local government organization and the functions and practices of a municipal planning unit.
9. Research methods and statistical techniques, applications and formulae related to municipal planning.
10. Principles and practices of effective supervision.
11. City human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, organize, assign, review and evaluate the work of assigned staff
2. Perform responsible and complex long-term municipal planning assignments.
3. Understand and apply federal, state and local laws, regulations, policies, procedures and standards pertaining to the planning process.
4. Interpret and understand engineering and architectural plans, concepts and methodologies.
5. Interpret maps, site and building plans and specifications, census data, graphs and other statistical data.
6. Research, analyze and summarize planning data, both manually and with computer programs.
7. Represent the City effectively on a variety of difficult, complex, sensitive and confidential issues.
8. Conduct analyses and make accurate recommendations based on study findings.
9. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
10. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
11. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
12. Establish and maintain effective working relationships with City management, staff, builders, engineers, contractors, architects, developers, other governmental agencies, the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in planning, public administration or a closely related field; and at least six years of progressively responsible professional experience in municipal planning; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with City management, staff, builders, engineers, contractors, architects, developers, other governmental agencies, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.