

SENIOR PLANNER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

To perform professional level duties and responsibilities in support of the City's current and comprehensive planning functions; to research, compile, analyze and present data for land use and community development planning programs; to implement and manage effective citizen participation efforts in the planning process; to provide clear and accurate technical and policy information to residents, developers, City departments, external agencies and the business community on the City's zoning regulations and land use policies; and to perform a variety of duties relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Community Development.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Perform as lead planner in carrying out the City's planning program and act as project manager for assigned projects.
2. Perform professional level duties in the development, implementation and modification of the City's current and comprehensive planning and development programs and projects.
3. Perform planning and development review of proposed projects including land use applications, zoning ordinance and zoning map amendments, annexations, sub-division, special use or conditional use permits, variances, and related planning issues to ensure compliance with all mandated federal, state, regional or City requirements.
4. Provide information and assistance to City staff, developers, engineers, architects, consultants, property owners, the general public and external agencies on proposed development projects; conduct meetings to interpret, explain and communicate the City's planning, land use, environmental, historic, design, comprehensive plan and development requirements, guidelines, standards and regulations; provide recommendations on development proposals; serve as liaison to facilitate and ensure planning projects and issues are completed or resolved in a timely and efficient manner.
5. Review construction plans of private and public development to ensure compliance with planning related regulations; perform field and site inspections during and after construction to ensure project is in compliance with approved plans.
6. Conduct studies to determine the impact of current and proposed development projects; research, compile, analyze, evaluate and present economic, demographic, social, environmental and related statistics and data; research applicable statutes, laws and regulations; prepare and present written and oral reports, graphs, tables and other documents.
7. Prepare grant proposals and applications for state and federal funds; administer and monitor grant funded programs; prepare grant status reports as required.
8. Prepare requests for proposals, analyze responses and manage contracts for a variety of contractual professional services.

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9. Provide information to the general public on planning and zoning regulations for a variety of planning projects; respond to general telephone or counter inquiries.
10. Develop and implement work programs for assigned projects. Implement city, subregional and regional planning related programs adopted by the city.
11. Prepare a variety of business, technical and statistical correspondence in support of the development process including public hearing notices, staff reports, ordinances, briefs, agreements, memoranda, meeting agendas, minutes, and related documents; utilize business and specialized software applications or geographic information systems to develop and design maps, charts and graphics.
12. Serve as staff on a variety of boards, commissions and committees involved in the development, adoption and implementation of City, subregional and regional planning related projects and programs; prepare written reports; conduct oral and visual presentations.
13. Participate in various departmental administrative functions, and provide staff support to the Director of Community Development and assigned boards and commissions.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of urban planning and development; represent the City in state, subregional and other regional planning efforts.
15. Prepare and present technical reports on long range and current planning related projects and permits. Prepare and conduct visual and oral presentation.
16. Exercise supervision over projects as assigned.
17. Research and prepare ordinances, standards and procedures for the implementation, amendment and updating of the City's comprehensive plan and other related ordinances and documents.
18. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive urban planning and development program.

Principles and practices of current and long range urban planning and zoning.

Concepts, principles and practices related to land use, design, transportation, open space, housing, environmental resource and hazards, public facilities and related planning issues.

Principles, practices, methods and techniques of conducting planning research.

Environmental laws and regulations.

Statistical analysis and mathematical concepts related to the planning process.

Recent developments, current literature and sources of information related to urban planning and development.

Principles and practices of geographic information systems.

Principles and practices of contract administration.

City development review procedures and requirements.

Historic preservation laws, regulations and standards.

Principles and methods of business correspondence and technical report preparation.

Methods and techniques of conducting public and committee presentations.

Methods and techniques of conducting site and field investigations and assessments.

Modern office procedures, methods and equipment including computers and supporting word processing, spreadsheet, and other applications.

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Federal, state, regional and local laws, codes, standards and regulations governing comprehensive plans, zoning, land use, permit processing, subdivision and related planning functional areas.
Municipal, legislative and government processes as they relate to planning and development.
Pertinent Federal, State and local codes, laws and regulations.
Principles and practices of growth management.

Ability to:

Perform the full range of senior level professional duties in the development, implementation and modification of City plans and regulations.
Prepare and conduct effective public and committee presentations.
Conduct effective site and field investigations and assessments.
Coordinate and oversee assigned planning projects.
Coordinate planning activities with internal and external agencies and commissions.
Review and process development applications.
Interpret and explain planning related programs to the business community and the general public.
Read and interpret proposals, designs, maps, blue prints and construction plans, documents and specifications.
Interpret and apply planning related concepts, principles and practice to land use, design, transportation, environmental impact and other related planning issues.
Interpret and apply federal, state and local laws, codes, standards and regulations governing comprehensive plans, zoning, land use, permit processing, subdivision and related planning functional areas.
Prepare clear and concise administrative and technical reports.
Provide staff support to community planning and development committees and agencies.
Operate office equipment including computers and specialized word processing, spreadsheets or business applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective relationships with those contacted in the course of work.
Work effectively with City Council, commissions, public and applicants in the development and implementation of planning related programs and the implementation of planning related development requirements

Education and Experience Guidelines

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

Education:

Equivalent to a Bachelor's degree from an accredited college or university, including major course work in urban planning or a related field; Master's degree preferred

Experience:

Five years of increasingly responsible professional level planning experience.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Normal office setting with some travel to attend meetings or conduct site investigations.

Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment.

Vision: Vision sufficient to read small print, computer screens and other printed document.