

CITY OF MADERA

SENIOR PLANNER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, leads, oversees, reviews and performs complex professional land use and urban planning work including current and long range planning, implementation of the City's General Plan, and coordination of special projects; drafts ordinances and resolutions; makes presentations to various groups; trains and supervises assigned staff; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Planner** is the advanced level class in the professional planning series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents in this position work independently in the research and analysis of planning issues, and preparation of planning reports, studies and recommendations. This classification is distinguished from the next higher classification of Planning Director in that the latter is responsible for overall management of the Planning Division.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Planning Director, exercises technical and functional supervision over professional, technical and office support staff as assigned.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Develops and implements unit goals, objectives, policies and priorities; plans, coordinates, directs and prepares complex projects and conducts research studies, including phases of the General Plan, current plans, and special studies; prepares reports and recommendations regarding land use, zoning, urban design, population trends, transportation, community needs, housing and environmental issues; recommends the use of land for residential, commercial, industrial and community uses.
- Reviews, develops, revises, analyzes and secures environmental impact reports; makes determinations of environmental impact projects; presents findings to the City Planning Commission and other agencies.
- Provides information and assistance to developers, property owners and the public regarding laws, regulations, standards, policies and procedures related to the submission of plans, processing of applications and implementation requirements; investigates and answers questions from the public regarding planning and zoning; responds to complaints of zoning code violations.
- Writes and edits reports, agendas and minutes for the City Planning Commission; coordinates, prepares and provides meeting support services to the Commission and other groups, including reviewing draft materials and preparing comments; drafts hearing notices, organizes meetings and

SENIOR PLANNER

Page 2

work sessions ensuring timely notification of appropriate parties; makes presentations and prepares material for the City Council, commissions, boards and community groups.

- Serves as technical advisor to City staff and officials, public agencies and members of the public.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and face-to-face service. Additionally, the incumbent in this position works outdoors in all weather conditions including wet, hot and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Planner**. A typical way of obtaining the required qualifications is to possess four years of increasingly responsible experience in urban planning, and a Bachelor's degree in planning, architecture, landscape architecture or a related field. A Master's degree in city or urban planning may be substituted for one year of experience.

License/Certificate:

Possession of, or ability to obtain a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KSA's necessary to perform essential duties of the position)*

Knowledge of:

Modern principles, practices and techniques of current and advanced planning; land use, physical design, demographic, environmental, economic and social concepts as applied to municipal planning; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations including the City Municipal Code, C.E.Q.A. and California laws relating to subdivisions, annexations, zoning and land use; statistical methods and research techniques applicable to the preparation of municipal planning studies; modern office practices, methods and equipment, including a computer and applicable software.

Ability to:

Apply policies, procedures and standards pertaining to the municipal planning process; interpret maps, site and building plans and specifications, graphs and statistical data; supervise, train and motivate assigned staff; exercise sound independent judgment; interpret and apply applicable laws, codes and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications including graphic and presentation programs.