



SENIOR PLANNER

Salary Range: M/135

DEFINITION

Performs complex professional planning functions including project management, representing the Department and Town in intergovernmental programs, and supervising professional planners and aides in the fields of current and advance planning and environmental review.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Planning Manager.

Exercises direct and indirect supervision over Associate and Assistant Planners, Planning Technicians or Interns and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Participation in a management capacity in the development and implementation of goals, objectives, policies and procedures related to the Community and Economic Development Department.
- Management of major and minor projects including General Plan revisions and amendments; complex reports; administration of development application processing; environmental policy formation and implementation; and special studies.
- Review of application requests and appeals submitted to the Department with respect to completeness, scheduling for Planning and Economic Development Commission or Town Council, scheduling and assignment to designated staff person; make recommendations on development applications. Function as lead staff on complex applications and projects.
- Interpretation of ordinances and regulations as they apply to planning applications.
- Review of current and proposed projects, including major subdivisions, residential planned developments, commercial and industrial complexes.
- Conferring with builders, engineers, contractors, attorneys, architects and the public concerning department procedures, interpretation and application of Town planning policies and ordinances, state and federal land use and environmental laws and regulations, and conditions imposed on approved applications.
- Responding to and resolve citizen inquiries and complaints.

- Advising and assist the Planning and Economic Development Commission and Town Council with respect to community planning issues and problems, pending cases, and the involvement and application of established Town policies and ordinances.
- Presenting and meeting with commissions, Town Council and the public in small and large groups to discuss Town planning policies, practices and problems. Town Council meetings often last well into the evening and the Senior Planner is often expected to attend and present at these meetings.
- Initiating, organizing and/or participating in community information outreach programs.
- Participation in the preparation of the department budget.
- Coordination of planning activities with other Town departments and with outside agencies.
- Supervision, training and evaluation of staff.

PERIPHERAL DUTIES

- Participate in the preparation of grant applications.
- Participate in interagency activities.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- The operations and activities of current and comprehensive planning programs.
- Principles and practices of municipal and resort land use planning including planning theory and site planning and architectural design techniques and methods.
- Research methods and sources of information related to municipal and resort growth and development.
- Technical report writing.
- Pertinent state, federal, and local laws, codes, and regulations.
- Principles and practices of management including: organization, administration, and personnel management.
- Modern office practices, procedures, methods and equipment.
- Recent concepts and theories in land use planning, current literature, and sources of information in municipal planning administration.

Ability to:

- Deal with newly emerging attitudes in the environmental and economic impact of land use and resort planning.
- Supervise, train, and evaluate staff.
- Delegate authority and responsibility and schedule and program work on a long-term basis.
- Interpret and apply administrative and departmental policies and state, federal, and local laws and regulations.
- Communicate clearly, concisely, and effectively, both orally and in writing.
- Independently perform complex research, analysis, and report writing including technical and statistical information.
- Establish and maintain effective working relationships with those contacted in the course of work including Town officials, developers, and the general public.
- Participate in budget preparation and administration.

Experience and Training:

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:

Bachelor's degree from an accredited college or university with major course work in urban planning or a related field.

Experience:

Five years of professional planning and administration experience in the field of municipal land use planning, including two years of associate level planning experience including supervision.

Licenses:

Must have (or receive within state required time frame) a valid State of California Class C Driver's License with an acceptable driving record and pass an appropriate background check prior to the hire date.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software, central financial computer system, telephone, typewriter, 10-key calculator, phone, copy machine, fax machine, and postage machine.

PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job the employee is frequently required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold and manipulate office equipment and talk and hear. The employee is occasionally required to carry up to 25 pounds. The employee may be required to stoop, crawl, crouch, balance or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aides.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

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

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, customers, and other employees. Position is required to drive in various conditions to check status of projects and inspections.

GENERAL

The duties listed above 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 the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.