



Position Description

Title:	Senior Planner	Department:	Community & Economic Development
Type:	Regular, Full-Time	FLSA Status:	Exempt
Pay Range:	M/108	Revised:	12/2021

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 analysis.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Community and Economic Development Director.

Exercises direct and indirect supervision over Associate and Assistant Planners and other staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Participate in a management capacity in the development and implementation of goals, objectives, policies, and procedures related to the Community and Economic Development Department.
- Manage 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 and Town Council, scheduling and assignment to designated staff person; make recommendations on development applications. Function as lead staff on complex applications and projects.
- Interpret ordinances and regulations as they apply to planning applications.
- Review current and proposed projects, including major subdivisions, residential planned developments, and commercial and industrial complexes.
- Confer 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.
- Respond to and resolve citizen inquiries and complaints.
- Advise 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.
- Present to and meet with commissions, Town Council, and the public to discuss Town planning policies, practices, and problems.
- Initiate, organize, and participate in community information outreach programs.
- Assist with preparation of the department budget.
- Coordinate planning activities with other Town departments and with outside agencies.

- Supervise, train, and evaluate assigned staff.
- Participate in the preparation of grant applications.

QUALIFICATIONS

Knowledge of:

- The operations and activities of long range and current planning programs.
- Principles and practices of municipal and resort land use planning including planning theory, 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.

Ability to:

- Deal with newly emerging attitudes in the environmental and economic impact of land use and resort planning.
- Supervise, train, and evaluate staff.
- Attend and present at Town Council and other public meetings.
- 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.
- 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 at least two years of planning experience at the Associate-level or higher, including supervision experience.

Licenses:

Possession of, or ability to obtain within the state required time frame, a valid State of California Class C Driver's License with an acceptable driving record. Must 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. 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 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.

Received and Reviewed by: _____
Employee Signature Date