SENIOR PLANNER

DEFINITION
Under general supervision, assigns, monitors, reviews, participates and assists in the supervision of planning, zoning and permitting activities of Planning Division staff.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Assigns, monitors, reviews, participates and assists in the supervision of planning, zoning and permitting activities of Planning Division staff;
- Receives, inputs and processes applications for special use permits, variances, zone and sign adjustments, site plan reviews, code amendments and other entitlements;
- Interprets and applies the California Environmental Quality Act, other state and Federal regulations and Division policies and procedures to planning projects and staff;
- May assists in evaluating performance of assigned staff and recommends hire or disciplinary action;
- Trains, mentors and motivates departmental staff;
- Provides planning information and interpretation for staff, other departments, developers, contractors, City Council and the public;
- Researches, analyzes, and compiles technical and statistical information/data for the use of developing land;
- Prepares reports and attends meetings and hearings to represent Planning Division and provide Division concerns and requirements.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of planning, zoning and permitting guidelines and regulations, of supervision principles and of long and short range planning techniques and procedures;
- Skilled in monitoring and reviewing the work of assigned staff; in working within deadlines to complete projects and assignments, following and providing oral and written instructions, and in establishing and maintaining positive and productive working relationships with customers;
- Ability to perform and train other employees on essential duties, and to effectively communicate verbally and in writing in English with all levels of staff and public
- Proficient in the use of a personal computer and other electronic devices including software such as MS Office and other industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require regular standing, walking and bending; and, may be exposed to repetitive motion and vision to monitor

QUALIFICATIONS
Bachelor degree in Planning, Urban Planning or closely related field, AND five (5) years’ experience in planning or zoning.