

SENIOR PLANNER

Definition:

Under general direction supervises and coordinates the activities of an assigned section of the Planning Division; reviews and evaluates major development proposals and acts as a project leader; performs a variety of complex and difficult professional-level planning duties; prepares agenda letters and staff reports; supervises assigned staff and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Administers and evaluates City development standards and land use/zoning requirements.

Reviews plans and evaluates major development proposals from a variety of sources and acts as a project leader on major projects as assigned.

Assists in the selection, training, supervision and evaluation of assigned staff.

Directs and participates in the development and presentation of agenda letters and final staff reports/recommendations to the City Council and Planning Commission.

Reviews and evaluates staff reports, surveys, proposed ordinances and long-range land use policies.

Participates in the development and implementation of department/division goals, objectives, priorities and the budget.

Oversees and coordinates urban and regional planning projects and analyses involving planning, regional, zoning and demographic updates, issues and amendments.

Evaluates design issues and presents City policies on urban and regional policies and practices.

Coordinates and monitors preparation of Planning Commission agenda packets.

Conducts on-site project inspections as needed and uses a camera to perform on-site photo documentation.

Attends a variety of committee, community, commission and task force meetings, makes oral and written presentations and represents the City as assigned and may chair the Staff Review Committee.

Meets with architects, builders, contractors, engineers, realtors and the public regarding City planning and zoning procedures.

Coordinates work projects with other divisions and departments as applicable.

Develops a variety of presentation materials for public hearings.

Evaluates and recommends final revisions to major planning, transportation and zoning policies, practices and procedures.

Operates a personal computer and uses applicable software to produce a variety of reports and correspondence.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and moves boxes of records weighing 30 pounds or less.

Class Characteristics:

Senior Planner is a single incumbent management and senior-level professional planning position in the Development Services Department with responsibility for an assigned section of the planning function. The Senior Planner is distinguished from the Associate Planner by the Senior Planner's performance of supervision duties to include technical direction and major project responsibilities.

Contacts and Relationships:

The Senior Planner establishes and maintains contact with staff in the Development Services Department and staff in other City departments. Additional contact will occur with the Planning Commission, City Council Members, the public, developers, landowners, contractors and other public agencies

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Principles, concepts and practices, procedures and techniques of urban planning, regional planning, land use and architectural design.

Real estate law, concepts and terminology.

California Environmental Quality Act, California Subdivision Map Act, California Air Quality Management Plan and related planning, zoning and development laws to include subdivision regulations and development standards and codes.

National Pollutant Discharge Elimination System (NPDES) general requirements.

Principles, practices, methods and procedures of data collection and research techniques.

Building practices as they relate to plan review.

Intermediate math and its application to planning work.

Effective supervisory techniques.

Principles and methods of project management related to the planning function.

Budgeting methods and procedures.

English usage, spelling, grammar and punctuation.

Computer applications related to area assigned.

AND

Ability to:

Interpret and apply laws, regulations, codes, ordinances, policies, guidelines and procedures related to area assigned.

Organize, coordinate and perform major urban and regional planning project review and analyses involving regional, zoning, environmental and demographic issues.

Research, compile and analyze a variety of complex data and draft guidelines, ordinances, procedures and related material.

Develop and present oral and written staff reports and policy recommendations to the Planning Commission, City Council and other groups as needed.

Analyze and evaluate proposals for conformity with City development standards and land use/zoning requirements.

Analyze social, environmental, political, legal and other elements of assigned projects within a neighborhood, commercial or industrial section of the City.

Act as a project manager in organizing, reviewing and completing a variety of assignments with varying timelines and deadlines.

Coordinate the design review process with multiple City departments/divisions.

Interpret site plans, maps, plot plans, street measurements and related documents and apply engineering and architectural conversion scales.

Understand and carry out oral and written instructions and use independent judgment and initiative.

Establish and maintain effective relationships with those contacted in the course of work.

Meet the public with courtesy and tact.

Operate a personal computer and use applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree in Planning, Architecture, Public Administration or a related field from an accredited college or university.

AND

Experience:

Four years of progressively responsible professional urban planning experience including one year of supervisory or lead experience.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Senior Planner file financial disclosure statements in accordance with state and local laws.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors in an office environment, at a public counter and outdoors in the field. When work is performed outdoors there may be exposure to the elements. An incumbent drives a vehicle on City business, sits for extended periods of time, uses a camera, computer, keyboard and related equipment, stands, walks, reaches, bends, twists, kneels, reaches and grasps and may lift and move boxes of records weighing 30 pounds or less. When in the field, an incumbent may walk on slippery/uneven surfaces and slopes, crouch, twist and be exposed to construction materials and dust. An incumbent must be able to meet the physical requirements of the class and have

mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Administrative/Professional.

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