

CITY OF SALINAS

SENIOR PLANNER

BARGAINING UNIT/CLASS CODE:

AMPS / D11

DEFINITION

To perform responsible professional and technical work in organizing, development, and implementation of planning, housing, and community development activities, including administering zoning and subdivision regulations; reviewing evaluating and processing development proposals; writing reports; providing staff supervision; and making public presentations.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Planner series. Work of this class involves lead responsibility in planning, organizing, and implementing programs and activities. It is distinguished from the Associate Planner position in the degree of complexity of assignments.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Planning Manager. May exercise indirect and/or direct supervision over professional, technical and clerical personnel.

ESSENTIAL JOB FUNCTIONS OF THE POSITION: Duties may include, but are not limited to the following:

Interpret and analyze legislative proposals and activities. Assist in the implementation of goals, objectives, policies, and priorities. Prepare ordinances, City Council reports, and other written reports to outside agencies. Plan, organize, direct, and coordinate the activities of assigned staff. Conduct and oversee research analysis, and the use of a variety of data including studies of land use, population, social and economic conditions, housing, and community facilities. Coordinate, review, and participate in the work of professional and technical employees in data collection, analyses, plan formulation, and implementation of a variety of planning, redevelopment, and environmental review activities. Direct, oversee, and coordinate the City's housing or other community development and planning activities. Direct and coordinate special studies; prepare reports and findings. Personally perform complex and sensitive community development work. Review and constructively comment on architectural and other plans with regard to design, zoning, and building code issues. Represent the Department at public meetings/hearings and present major matters to the City Council, Planning Commission, and citizen committees, as required. Assist in preparation and implementation of the City's General Plan. Coordinate local and regional community development activities with other City departments, and with outside agencies, as required. Negotiate and mediate sensitive issues within assigned programs. Prepare special studies related to population growth, annexation and fiscal matters; prepare ordinances and resolutions. Meet with and advise developers regarding development applications and processes; explain purposes, regulations, and directives of development practices. Assist in budget preparation and administration. Assist in supervising, training, and evaluating technical and clerical staff, as assigned. Promote and maintain safety in the work place. Perform related duties, as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on plans and specifications for development projects, and distinguish colors for design evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead as needed; physical mobility sufficient to move about the work environment,

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physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally include driving to job sites, training and out-of office meetings.

QUALIFICATIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

Knowledge of:

Principles and practices of municipal urban planning, housing, and community development. Recent developments, current literature, and informational sources in the field of planning, and community development. Research methods and procedures. Applicable laws related to the California Environmental Quality Act (CEQA) planning, housing, and community development programs at the local, state, and federal level. Principles of organization, administration, budget and personnel management. Operation of personal computer with proficiency using word processing and spreadsheet programs.

Ability to:

Communicate effectively, orally and in writing. Prepare and analyze planning and demographic studies and communicate findings in an understandable and comprehensive manner. Select, train, supervise, and evaluate assigned staff. Review, evaluate and process development proposals. Direct and manage technically complex planning activities, including planning, and community development activities. Adapt to changing priorities, heavy workload and maintain quality work and customer oriented focus. Organize and conduct complex and sensitive negotiations with a variety of groups and individuals. Establish and maintain effective working relationships with co-workers, developers, builders, other City departments and the general public. Promote the mission, values, and standards of an effective public organization, particularly in the area of customer service. Correctly interpret, explain, and apply laws, rules, and regulations.

License or Certificate:

Possession of valid California Class "C" drivers license.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, public administration or a related field; and four (4) years of municipal planning and community development experience, three (3) of which must be at the professional level.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date: _____

ORIG: 2-84, REV: 2-94, REV: 3-95, REV: 10-06