

CITY OF MT. SHASTA

CLASS TITLE: CITY PLANNER

BASIC FUNCTION:

Under the direction of the City Manager, perform a variety of professional planning activities in support of City development projects including project and application review and analysis, environmental and municipal impact studies, and the development of short and long-range plans; provide technical consultation, assistance and recommendations concerning City plans, development projects and related land use, environmental, permit and municipal matters.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of professional planning activities in support of City land use and development projects including project and application review and analysis, environmental and municipal impact studies, and the development of short and long-range plans; assure related activities comply with established laws, codes, ordinances, regulations, policies and procedures.

Receive, process and analyze applications, plans and proposals for land use and development projects and related permits; review applications for accuracy, completeness and compliance with established plans, laws, codes, ordinances, policies and requirements; provide recommendations concerning the acceptance or rejection of applications to the City Council or Planning Commission.

Compose, edit, revise and distribute staff reports concerning development projects, applications, permits and recommendations; assemble reports and related materials for inclusion in agenda packets; present reports and prepare and deliver oral presentations to the City Council, commissions, boards, City groups and the public.

Provide consultation and technical expertise to City administrators, officials, staff, outside agencies and the public concerning planning, land development and related land use, environmental, permit and municipal matters; respond to inquiries and provide detailed and technical information concerning related projects, plans, applications, programs, services, permits, standards, requirements, processes, laws, codes, ordinances, regulations, policies and procedures.

Investigate, analyze and determine the municipal and environmental impact of proposed land use and development projects in accordance with California Environmental Quality Act (CEQA) requirements; coordinate and conduct related projects such as field studies and traffic analysis; compile and analyze data to determine appropriate level of project review; prepare and submit data, documents and reports related to CEQA and studies to appropriate State agency.

October 24, 2005

Ewing Consulting Services

Participate in the development, implementation and analysis of short and long-range City plans and related policies and ordinances; assist in the development of growth management, land use, economic development, utility, housing, transportation, facilities, solid waste, parks, streetscape, landscape and other municipal plans and projects; participate in the preparation and design of related planning documents and specifications; project municipal trends and monitor socioeconomic data.

Coordinate planning projects, communications and information between City staff, administrators, officials, attorneys, planners, applicants, architects, engineers, developers, community groups, contractors, governmental organizations, outside agencies and the public; meet and confer with department heads; resolve planning issues, disputes and conflicts in a proper and timely manner.

Assist applicants with completing development, land use permit and other applications; explain related standards, requirements and procedures; recommend mitigation measures to reduce adverse impacts of development.

Compile information and prepare and maintain a variety of records, reports and files related to plans, projects, applications, studies, subdivisions, and assigned activities; update maps with current information as required; compose and distribute a variety of correspondence such as Notices of Determination and Notices of Exemption.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; utilize the Geographic Information System

Maintain current knowledge of trends, innovations and practices, and local, State and federal laws, codes, ordinances, regulations and pending legislature related to planning activities.

Attend and participate in various meetings, boards, commissions, workshops, conferences and committees.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of municipal planning and zoning.

Planning and land development examination, analysis and review practices and procedures.

Zoning and Subdivision Map Act, Clean Water Act and Endangered Species Act

Principles, practices and procedures involved in the development of short and long-range plans.

Applicable zoning codes, City ordinances, CEQA requirements and planning standards.

Practices, procedures and techniques involved in the investigation, analysis and determination of the municipal and environmental impact of proposed land use and development projects.

Applicable local and State laws, codes, regulations, policies and procedures.

Research, record-keeping and report writing techniques.

City and State standards and requirements concerning planning programs and functions.

October 2013

Ewing Consulting Services

Survey, study and statistical analysis instruments, techniques and methodology.
Practices and procedures involved in the investigation and resolution of planning, land use, environmental, construction and permit issues and disputes.
Policies and objectives of assigned programs and activities.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public speaking techniques.

ABILITY TO:

Receive, process and analyze applications, plans and proposals for land use and development projects and related permits.
Provide recommendations concerning the acceptance or rejection of applications.
Provide consultation and technical expertise concerning planning, land development and related land use, environmental, permit and municipal matters.
Investigate, analyze and determine the municipal and environmental impact of proposed land use and development projects in accordance with the CEQA requirements.
Participate in the development, implementation and analysis of short and long-range City plans and related policies and ordinances.
Resolve planning issues, disputes and conflicts in a proper and timely manner.
Prepare comprehensive narrative and statistical reports.
Interpret, apply and explain laws, codes, ordinances, regulations, policies and procedures.
Prepare and deliver oral presentations.
Operate a computer and assigned software.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Maintain records and files related to assigned activities.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in planning, architecture or related field and two years experience performing municipal planning functions including work with compliance issues.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.