



July 22, 2019  
FLSA: Non -Exempt

## **CITY PLANNER**

### **DEFINITION**

Under general direction, performs 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; provides technical consultation, assistance, and recommendations concerning City plans, development projects, and related land use, environmental, permit, and municipal matters; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Manager. Exercises direct supervision over temporary professional staff.

### **CLASS CHARACTERISTICS**

This is a management classification responsible for planning, organizing, reviewing, and evaluating all City planning and development functions and programs. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs 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; ensures compliance with established laws, codes, ordinances, regulations, policies, and procedures; prepares and submits data, documents, and reports related to CEQA and other internal studies to appropriate agencies.
- Maintains current knowledge of trends, innovations, and practices, and local, State, and federal laws, codes, ordinances, regulations, and pending legislature related to planning activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in planning; researches emerging products and enhancements and their applicability to City needs.
- Coordinates planning projects, communications, and information among City staff, administrators, officials, attorneys, planners, applicants, architects, engineers, developers, community groups, contractors, governmental organizations, outside agencies, and the public; meets with department heads; resolves planning issues, disputes, and conflicts in an effective and timely manner.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Manages and participates in the development and administration of and oversees the division budget.
- Receives, processes, and analyzes applications, plans, and proposals for land use and development

- projects and related permits; reviews applications for accuracy, completeness, and compliance with established plans, laws, codes, ordinances, policies, and requirements; provides recommendations concerning the acceptance or rejection of applications to the City Council and Planning Commission.
- Composes, edits, revises, and distributes staff reports concerning development projects, applications, permits, and recommendations; assembles reports and related materials for inclusion in agenda packets; presents reports delivers oral presentations to the City Council, commissions, boards, City groups, and the public.
  - Provides highly complex staff assistance 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; responds to inquiries and provides detailed technical information concerning related projects, plans, applications, programs, services, permits, standards, requirements, processes, laws, codes, ordinances, regulations, policies, and procedures.
  - Serves as source of information for developers, engineers, property owners, and contractors regarding land use applications and general municipal planning programs, projects, and functions; represents the division, department, and City in disputes and litigations; facilitates community participation through a continual dialogue with residents on major projects.
  - Participates in the development, implementation, and analysis of short- and long-term plans and related policies and ordinances; oversees and participates 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; oversees and participates in the preparation and design of related planning documents and specifications; projects municipal trends and monitors socioeconomic data.
  - Assists applicants with completing development, land use permit, and other applications; explains related standards, requirements, and procedures; recommends mitigation measures to reduce adverse impacts of development.
  - Attends and participates in various meetings, boards, commissions, workshops, conferences, and committees.
  - Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles, practices, and procedures related to municipal planning and zoning.
- Principles and practices of budget development and administration.
- Practices of researching planning and land development issues, maintaining records, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles, practices, and procedures involved in the development of short and long-range plans.
- Applicable Federal, State, and local laws, codes, and regulations concerning the operation of the assigned division.
- Practices, procedures, and techniques involved in the investigation, analysis, and determination of the municipal and environmental impact of proposed land use and development projects.
- 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.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations and with property owners,

developers, contractors, and the public.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for planning and land development programs.
- Provide administrative and professional leadership for the division and the City.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Provide consultation and technical expertise concerning planning, land development, and related land use, environmental, permit and municipal matters.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Prepare and deliver oral presentations.
- Make sound, independent decisions within established policy and procedural guidelines.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree in Planning, Architecture, or a related field and two (2) years of progressively responsible work experience performing municipal planning functions including work with compliance issues.

**Licenses and Certifications:**

- Possession of a California driver's license is required by the State of California, Department of Motor Vehicles, for the duties of the position.

**PHYSICAL DEMANDS**

The standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and light-weight equipment or resources (less than 20 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze complex information, compose complex responses, interact with others, and present information and reports.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.