



## **SENIOR PLANNER**

**DISTINGUISHING CHARACTERISTICS:** This is the advanced journey level class in the Planner series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, and by the nature of the public contact made. Employees in this case perform the most difficult and responsible types of duties assigned to the class within this series, including supervision and performance of difficult and complex professional planning duties. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

**EXAMPLES OF ESSENTIAL DUTIES:** Duties may include, but are not limited to the following: Prepares advanced planning studies for the County General Plan including element preparation, community plan preparation, policy formulation, program implementation and public presentation of findings and recommendations; manages production of major planning documents such as the County General Plan, environmental documents and specialized plans such as area specific plans, air and water quality plans, planning documents related to solid waste activities, environmental compliance plans and related topics; conducts current planning reviews of large and/or complex land development projects including subdivisions, conditional use permits, design reviews, development agreements, rezoning and General Plan amendments; performs environmental analyses for current and advanced planning projects, especially those of a difficult or complex nature; reviews environmental impact reports; assists the public by providing information and explaining particularly complex land use, environmental compliance, development and related regulations and procedures; meets with applicants as necessary and correspond with applicants and/or their representatives regarding project status; writes staff reports; and makes presentations of findings and recommendations at public hearings and to public agencies; conducts and participates in public hearings; researches and evaluates projects utilizing land use, environmental, housing, demographic, social, health, and economic data to determine future needs of County areas in accordance with accepted planning principles and procedures; implements the General Plan; prepares Specific Plans, establishment and revision of zoning districts, and develops policy and administers programs for project review; reviews major planned development applications, rezonings, subdivisions, surface mining permits, and design review; performs environmental evaluations of projects to ensure compliance with the California Environmental Quality Act (CEQA); coordinates with other County Departments and public agencies as needed; coordinates, directs and participates in interdepartmental land use development committees and/or solid waste, hazardous waste

management and other related committees and project teams; prepares and administers contracts with independent contractors or consultants who provide planning, environmental, or waste management services to the County; builds and maintains positive working relationships with co-workers, other County employees and the public using principles of good customer service; interviews prospective employees and makes recommendations for hiring; trains and supervises professional staff; assigns and reviews employees' work; evaluates employee performance and makes recommendations for promotion or disciplinary actions/terminations; assists in department administration, including budget requests and justifications, record keeping and annual reports, strategic planning, internal policy development and implementation, personnel matters, etc.; represents the department or the County before community groups, and other bodies; may act for Planning Director in his or her absence; performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Experience and Training:**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: **Experience:** The equivalent of three (3) years journey-level experience in performing duties similar to those of an Associate Planner. **Training:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban, regional or environmental planning, solid waste management, hazardous materials management or a related field. A Master's degree in planning or a closely related field and Membership in American Institute of Certified Planners is strongly recommended.

**Knowledge of:** Basic principles and aims of city and regional planning and zoning administration; standard and accepted principles and practices of environmental planning and the administration of environmental policies; standard and accepted practices of public administration, economics and sociology; standard and accepted principles and practices of planning, environmental compliance and hazardous waste programs; basic statistical methods and uses; modern office procedures, methods and computer equipment; standard and accepted English usage, spelling, grammar and punctuation; standard and accepted principles and practices of land use, transportation, housing and environmental planning; purposes, policies and procedures of the Board of Supervisors, Planning Commission, and other agencies concerned with public planning; applicable statutes, ordinances, rules and regulations related to general plans, zoning, subdivisions, environmental review and land use; standard and accepted statistical and research methods relevant the collection and analysis of data affecting public planning; federal, state, regional and local planning laws, regulations, case law and trends. Should have knowledge of: standard and accepted principles and practices of land use planning and development; standard and accepted principles and practices of environmental planning and administration of environmental policies; standard and accepted principles and practices of solid waste planning and administration of environmental compliance programs, recycling programs and hazardous waste management programs; all applicable local ordinances and State and Federal statutes; standard and accepted operation, policies and procedures of the County Planning Department and County planning processes; English

usage, spelling, grammar and punctuation; arithmetic, basic statistics and mathematical calculations; modern office procedures, methods and computer equipment; planning related applications software; standard and accepted methods and sources of environmental, demographic, and economic research; principles and aims of city, regional, and environmental planning and zoning administration; implications of economic, demographic, and sociological trends on land development and community planning; evaluation, data sources and research methods, including statistical methods; proportion, spatial relationships, and aesthetic concepts of physical planning; concepts of basic site planning including grading, circulation, landscape design and building placement.

**Ability to:** Collect, compile, analyze and present technical, statistical, and graphical information pertaining to planning and zoning research; interpret and explain policies and regulations accurately and tactfully to the public and other County departments; review permit applications for accuracy and completeness; prepare clear, concise and comprehensive planning reports; make presentations to governmental bodies with planning related responsibilities; use computer technology and applications in the performance of daily activities; establish and maintain effective working relationships with those contacted in the course of work.

**Skill to:** Understand and carry out both oral and written directions; on a continuous basis, know and understand operations and observe safety rules; identify and locate equipment and tools; interpret work orders; remember equipment and tool location; on a continuous basis sit and stand for extended periods of time; traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform site inspections; working in exposure to various weather conditions; normal vision to read handwritten and printed material and a computer screen; use hands to operate calculators, cameras, computers, grasp tools, and inspect electrical devices; lift and carry items weighing up to 50 pounds such as tools, files, books or boxes of paper for distances up to 100 feet in the performance of inspection and office activities; follow written and oral instructions; maintain accurate records and preparing clear, concise written reports; use computer technology and applications in the performance of daily activities; learn to interpret and apply building codes, rules, regulations, and ordinances relating to building construction; compile, analyze and evaluate technical, statistical and economic information; read and interpret maps and legal property descriptions; use a computer, calculator, typewriter, telephone, facsimile machine, photocopy machine and camera; analyze situations quickly and objectively and to determine proper course of action; safely and effectively perform duties; establish and maintain effective working relationships with those contacted in the performance of required duties; communicate clearly and concisely, both orally and in writing. Additional desirable skills include experience with EIR administration; GIS familiarity; experience with the Federal Census Program; website administration.

**Typical Physical Requirements:** On a regular basis, sit at desk or in meetings for long periods of time; intermittently, walk on rough terrains, stand and bend while visiting site locations; twist to reach equipment surrounding desk; perform simple grasping and fine

manipulation; use telephone and write or use a keyboard to communicate through written means; hear sufficiently to communicate with staff and to understand actions in public meetings, hearing, or administrative proceedings; and lift light weight.

**Typical Working Conditions:** Assigned work is performed in an office/public meeting environment. Work will be performed in a variety of weather conditions including heat, cold, rain and snow. Continuous contact with County staff, management, state and federal agency representatives, general public and outside organizations/agencies.

**Special requirements:** Must have ability to work overtime; must be available to attend evening meetings, and must be available for travel. Must possess a valid operator's license issued by the State Department of Motor Vehicles.