



## **SENIOR PLANNER**

### **LEVEL OF RESPONSIBILITY AND SCOPE**

Senior Planner receives general direction from the Director of Planning and Board of Supervisors and exercises technical supervision over professional, technical and clerical personnel.

### **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:** In addition to requirements above, 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.

**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.