

CITY OF LAKE ELSINORE

SENIOR PLANNER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, leads, oversees, reviews, and performs complex professional land use and urban planning work, including current and advanced planning, implementation of the City's General Plan, environmental review and coordination, development review, and management of the citywide pre-application review; provides work direction and lead supervision, including allotting duties, providing training, and assisting with reviewing work performance; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Planner** is the lead/advanced journey level classification in the professional planning series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents in this position work independently in the research and analysis of planning issues, in the preparation of planning reports, studies, and recommendations and in the supervision and coordination of assigned planning functions and processes. This classification is distinguished from the next higher classification of Planning Manager in that the latter is responsible for overall management of the division.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Planning Manager. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Leads, oversees, reviews, and performs the work of professional, technical, and office support staff in assigned functional areas, including professional land use and urban planning; instructs staff in work procedures and reviews and evaluates work performed; confers with personnel from other departments and agencies in coordinating work activities; meets with representatives of community organizations and other groups to encourage cooperative action or to resolve problems.
- Develops and implements goals, objectives, policies, and priorities for assigned functional areas; plans, coordinates, directs, and processes complex projects and conducts research studies, including phases of the General Plan, current plans, and special studies; negotiates, prepares and administers consultant services contracts; prepares reports and recommendations regarding land use, zoning, urban design, population trends, transportation, community needs, housing and environmental issues; recommends the use of land for residential, commercial, industrial, and community uses.

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- Coordinates and participates in the review and processing of various plans and applications for subdivision, housing, and commercial developments; reviews and processes variances and other development permits and applications; collects and evaluates information related to the application process and determines conformity with laws, regulations, policies, and procedures; recommends approval or alternative approaches; conducts project site inspections.
- Provides information and assistance to developers, property owners and the public regarding laws, regulations, standards, policies and procedures related to the submission of plans, processing of applications and implementation requirements; investigates and answers the more complex questions from the public regarding planning, zoning, and environmental issues.
- Supervises, coordinates, and participates in the update and implementation of the General Plan, environmental review and compliance, development review and citywide pre-application review; serves as staff to committees, commissions, and the Council; manages complex and controversial current and advanced planning projects.
- Writes and edits reports and agendas for committees, commissions, and the Council; coordinates, prepares and provides meeting support services to the groups, including reviewing draft materials and preparing comments; drafts hearing notices, organizes meetings and work sessions ensuring timely notification of appropriate parties; makes presentations and prepares material for the City Council, commissions, boards, and community groups.
- Serves as technical advisor to City staff and officials, public agencies, and members of the public.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking on slippery, level and uneven surfaces, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Planner**. A typical way of obtaining the required qualifications is to possess four years of increasingly responsible experience in urban or regional planning,

including one year in a lead capacity, and a bachelor's degree in urban or regional planning, or a related field. A master's degree in urban or regional planning is desirable.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license; AICP certification is highly desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and techniques of current and advanced planning; land use, physical design, demographic, environmental, economic, and social concepts as applied to municipal planning; statistical methods and research techniques applicable to the preparation of municipal planning studies; grant writing and administration; techniques and methods for making effective public presentations of complex information; contract negotiation and administration; methods and techniques of supervision, training, and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations, including the City Municipal Code, California Environmental Quality Act and California laws relating to subdivisions, annexations, zoning and land use; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Lead, oversee, review and perform complex professional planning work in assigned program areas; apply policies, procedures, and standards pertaining to the municipal planning process; review complex project plans and concepts to determine compliance with the General Plan and plan principles; read and interpret maps, sketches, drawings and specifications; read, interpret and record a variety of planning, modeling and statistical, data accurately; coordinate and/or participate in community planning and information sessions; research, collect, and analyze a variety of information relative to planning activities and project details; conduct project inspections; attend evening meetings as required; keep accurate records; interpret, apply, and explain applicable laws, codes and regulations; train, supervise and motivate assigned staff; make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.