

**SENIOR PLANNER**

**DEFINITION**

Manages, oversees, performs, and supervises complex professional land use and urban planning work within the City's Community Development Department; performs all other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Senior Planner is the advanced journey level classification in the professional planning series. Work is performed under the supervision and direction of higher level staff as assigned, and incumbents are expected to independently perform the full scope of assigned duties. Direct supervision is exercised over assigned technical, clerical, and temporary employees, as well as assigned volunteers and interns.

**EXAMPLES OF DUTIES (include, but are not limited to the following):**

- Manages and coordinates the development review and land-use permitting functions, including the development and maintenance of procedures and standards; meets with and assists prospective applicants, engineers, architects, developers, and community groups; interprets and explains applicable City policies and standards and provides technical assistance to the public.
- Receives and processes a wide variety of applications; reviews project plans and application materials for accuracy and completeness; prepares and publishes legal notices; develops and monitors schedules for development applications; assures compliance of projects with Federal, State, and local laws, codes, plans, policies, and regulations.
- Conducts research and evaluation of proposed projects with respect to their potential environmental effects, including the preparation of initial studies, evaluation of technical environmental studies, and the preparation of all documentation required under relevant regulatory rules, including California Environmental Quality Act (CEQA), National Environmental Quality Act (NEPA), etc.
- Processes and investigates complaints, and enforces the Arcata Municipal Code as it relates to assigned duties.
- Prepares reports and recommendations for decision-making bodies, including findings, recommended action, and conditions of approval; attends and provides staff support to assigned committees and boards; makes oral presentations to City Council, commissions, committees, and community groups.
- Plans, organizes, and oversees the public information and customer service functions for the public counter; responds to public requests for information and inquiries from prospective applicants; develops and disseminates materials designed to market and/or explain City

programs to the general public; directs the preparation of maps, charts, models and other graphic materials.

- Meets and coordinates work with a wide variety of the general public, non-profit and private businesses, other governmental and regulatory agencies, developers, planning and environmental consultants, architects, and others; responds to questions and comments from the public in a courteous and timely manner.
- Participates in the development and implementation of goals, objectives, policies, and procedures and makes recommendations for changes and improvements to existing standards, policies and procedures.
- Assists with the preparation and administration of the departmental budget; drafts contracts for and coordinates the employment of planning consultants, environmental consultants, and other contract personnel.
- May provide technical and functional supervision of assigned staff.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Performs all other related duties as assigned.

### **REQUIRED KNOWLEDGE, SKILL AND ABILITIES**

#### Thorough knowledge of:

- principles and practices of comprehensive urban and environmental planning.
- applicable Federal, State, and local laws, ordinances, and regulations.
- applicable principles, practices, and programs.
- statistical methods and research techniques applicable to the preparation of urban planning and environmental studies.
- methods and techniques applicable to processing and reviewing relevant project plans and application materials, including scheduling and record keeping.
- methods and techniques for report preparation and writing, and making effective public presentations of complex information.

#### Substantial knowledge of:

- principles of municipal budget preparation and administration.
- modern office practices, methods and equipment, including computers and applicable software.

#### Ability to:

- interpret and apply pertinent planning and environmental laws, rules, and regulations.
- communicate clearly and concisely, both orally and in writing.

- ensure compliance with federal, state, and local laws, rules, and regulations.
- read, analyze, and evaluate architectural and site plans and related technical reports.
- read and understand Title reports, deeds and legal descriptions of real property, easements, and covenants, conditions, and restrictions.
- define problems, collect data, establish facts, and draw valid conclusions.
- write technical and administrative reports, procedural guidelines, standards, and correspondence in a precise and understandable manner for intended audience.
- communicate complex standards and laws in a manner that is understandable to intended audience.
- make effective presentations to Council, commissions, committees, and community groups.
- supervise, train, and oversee assigned staff.
- establish and maintain cooperative working relationships with those contacted in course of work.
- prepare and administer assigned budget.
- exercise sound judgment within the context of established guidelines.

### EXPERIENCE AND TRAINING

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for Senior Planner may be qualifying. An example would be possession of a Bachelor's Degree in Planning or a closely related field, and at least three years of professional experience in municipal planning.

### OTHER REQUIREMENTS

Must possess a valid Class C California Driver's License. Must be able to work nights and weekends as required. Must comply with clean and neat grooming standards and present a professional appearance when serving as a representative of the City. Must be able to handle the physical aspects of the job, which include sitting, standing, and lifting and carry objects up to 40 pounds in weight.