

**PLANNER**DEFINITION

Under general direction, performs the most difficult professional work related to current and/or long range planning, economic development, or redevelopment; supervises the work of others involved in related planning activities; acts as project manager; performs related duties as required.

CLASS CHARACTERISTICS

The Planner classification is distinguished from the Associate Planner classification by its increased responsibility for providing technical expertise, supervising the work of others, managing projects, and performing the most difficult planning work. This position reports directly to the Department Head.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Conducts the most complex assignments, or directs the work of others involved in the preparation and review of current or long range planning projects; ensures that planning activities are conducted in accordance with federal and state law, City ordinances, rules, and regulations.

Supervises or directs major projects and programs; prepares or coordinates the preparation of project reports and recommendations; reviews and edits report drafts; leads or participates in oral presentations.

Assigns and reviews permit applications; schedules items for public hearings and Planning Commission; conducts inspections prior to project review, during construction and upon finalization of project to ensure conformance with City requirements.

Assists in the interpretation of planning policies and local ordinances; may draft policy statements and ordinances according to general instructions; provides technical assistance to the Director of Community Development, other City personnel, and the public regarding current or long range planning issues.

Coordinates the conduct of environmental impact studies, including the preparation of requests for proposal; coordinates project review by other agencies; evaluates conclusions of environmental impact reports and prepares recommendations.

Prepares and assists in the preparation of staff reports related to zoning and general plan matters; directs and assists in the administration of zoning and subdivision ordinances, building codes and relevant municipal codes.

Supervises preparation of the Planning Commission agenda, and compilation of required reports and documents; attends meetings of the Planning Commission; makes presentations and responds to questions as required; serves as staff to the Planning Commission and attends Planning Commission meetings and makes presentations at these meetings.

Serves as the City's Housing Officer by creating and updating the housing element of the General Plan; creating and monitoring housing programs; preparing appropriate reports and providing assistance to the Redevelopment Agency in matters relating to housing.

As a designated representative of the department, or in the absence of the Director, attends conferences, meetings, or other public functions; may provide information or participate in discussions regarding department activities.

Reviews, analyzes, coordinates related activities; consults with relevant parties; and prepares reports, conducts research and special studies.

QUALIFICATIONS GUIDELINESEducation and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from college with a bachelor=s degree in planning, environmental design, architecture, landscape architecture, or closely related field and three years experience at the fully qualified working level in professional land use planning work typically performed in public agencies, including one year in a supervisory capacity.

Knowledge, Skills and Abilities

Thorough knowledge of the theories, principles, procedures, practices, law and trends in the field of planning, redevelopment, housing, building and safety, code compliance, economic development, and environmental analysis. Considerable knowledge of the methods, plans, systems, forms, maps and tools common to a land use planner's work, and sources of information and agencies that may be utilized in conducting research and addressing planning matters. Working knowledge of office management; building codes; principles of supervision.

Ability to deal effectively with developers, property owners, architects, engineers, and the general public; schedule work, set priorities, and monitor work progress; interpret and apply provisions of codes, regulations, statutes, and ordinances relevant to City planning activities, and make verbal and written presentations to individuals and groups; work cooperatively with others; keep current in the field of planning, economic development and redevelopment; analyze issues and draw logical, supportable conclusions.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL PROFILE: 1, 4, 7

PLANNER.SPC