

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA			
Position Title:	Senior Planner	Department : Planning	
Reports to:	Planning Director	FLSA Classification : Exempt	
Career Ladder:	Planning Director	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is to develop, implement, manage, and/or coordinate the activities of a major planning program area including any or all of the following: current planning, advanced planning, environmental analysis, design review, growth management, and redevelopment; perform the more difficult and complex professional planning duties; coordinate planning and development projects with other divisions and departments; participate in intergovernmental coordination and cooperation, and provide highly complex staff assistance to the Planning Director

CLASS CHARACTERISTICS:

This is the advanced, lead level in the professional planning series. Incumbents provide lead direction for assigned Planners and perform highly specialized and difficult planning functions. Incumbents are assigned to either advanced or current planning projects that require considerable professional knowledge and the use of independent judgment. This class is distinguished from Deputy Community Development Director/Planning in that the latter has overall management responsibility for the City's Planning Division

ESSENTIAL RESPONSIBILITIES:

Coordinates and performs research, administrative and technical activities necessary to achieve planning project objectives and to maintain departmental information programs.

Provides lead direction and work assignment to professional and technical staff; assists in the selection of assigned staff; instructs staff in work procedures, reviews work performed and provides input into periodic performance evaluations.

Compiles and analyzes information such as population and economic growth estimates, demographic, housing and land use data.

Utilizes or directs the utilization of computers and software programs for various technical projects and studies; develops plans and recommends changes in policies and procedures.

Coordinates and assists in the processing of applications submitted for subdivisions, requests for use and variance permits and other development permits or approvals; reviews plans and other information submitted.

Collects and evaluates information related to the application process and recommends approval, disapproval, or alternative approaches; works with Building Division to ensure enforcement of zoning

regulations.

Coordinates and performs evaluations and analyses pertaining to the elements of the comprehensive General Plan, area plans, environmental impact reports, implementation, redevelopment and capital improvement plans, programs and related municipal ordinances and policies.

Prepares reports and recommendations and state and federal applications and documents; confers with personnel from other departments and agencies in coordinating assigned work; meets with representatives of community organizations and other groups to encourage cooperative action or to resolve problems.

Makes oral presentations before commissions, committees, community groups and boards of other governmental agencies

Makes special investigations of a technical nature regarding planning projects; reports conclusions and recommendations in technical report form, or in form for publication

Directs the preparation and design of maps, charts, models, sketches and other graphic presentations; prepares reports, presentations, correspondence and other written materials.

May act in the absence of the Planning Director on a relief basis

Maintains confidentiality when interacting with developers, other agencies and coworkers

Performs related work as assigned

MINIMUM QUALIFICATIONS:

Knowledge of – Objectives, principles, procedures, standards, practices, information services and trends in the field of urban planning; Land use, physical design, demographic, environmental and social/economic concepts as applied to municipal planning; Statistical analysis and mathematical concepts related to the planning process; Application, modification and interrelationships between ordinances, policies, standards, procedures and practices associated with the planning function; Applicable federal, state and local laws and regulations; Terminology, symbols, methods and techniques used in planning and map drafting; Local government organization and the functions and practices of a municipal planning unit; Basic supervisory principles and practices

Skilled in -. Assigning, directing and reviewing the work of others and training others in work procedures; Directing and conducting complex planning studies and activities; Performing and coordinating activities, such as the collection, analysis, and preparation of reports and recommendations; Interpreting laws, policies, procedures, regulations, maps, specifications, site and building plans, graphs and statistical data; Making persuasive presentations of ideas and recommendations; Establishing and maintaining cooperative and effective relationships with those contacted in the course of the work; Exercising sound independent judgment within established guidelines; preparing clear, concise and complete technical documents, reports and correspondence

Ability to - Establish and maintain positive customer relations with all those contacted in the course of work. Understand and apply applicable federal, state and local laws, regulations and ordinances. Perform complex professional planning work under general direction with significant initiative and a minimum of supervision. Analyze and compile technical and statistical information and prepare reports.

Communicate clearly and concisely, both orally and in writing with all those contacted in the course of work. Supervise, train, and evaluate personnel. Effectively manage programs and projects

Licenses and Certificates – Possession of or ability to obtain a valid California Driver’s License may be required. Must be willing to attend evening meetings as required

Physical Abilities and Work Environment – Position requires mental and physical ability to work in a standard office environment; drive a car; perform outdoor inspections or site reviews; read fine print, maps and blueprints; use office equipment including a computer keyboard; speak on the phone and in person; attend evening and/or weekend meetings as required and travel in and out of town for planning related purposes; must be able to lift or move up to 25 pounds. The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

Other – Must complete an annual Statement of Economic Interest. Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Four years of planning experience or Three years of planning experience and a master's degree in urban planning or a closely related field

Education - a bachelor's degree from an accredited college or university with major course work in urban planning or a related field. Master’s degree may substitute for one year of experience.

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date