



Job Title	Senior Planner	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	6	Job Code	18004

Class Specification – Senior Planner

Summary Statement:	
<p>The purpose of this position is to perform advanced journey level planning duties by reviewing complex land development applications; redevelopment and comprehensive urban planning functions within the Planning Department; assist in coordinating assigned activities and projects with other divisions, outside agencies, and the general public; lead and coordinate single or multi-jurisdictional community planning processes related to land use growth and development, urban design, and transportation; ensure compliance with professional standards and regulations; and perform a variety of duties relative to assigned area of responsibility.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
60%	Reviews land use applications for compliance with City code and other applicable regulations; verifies all components of applications are provided and are in compliance; processes submittals for distribution; manages public notification requirements; researches site history and legal records; communicates to private stakeholders; writes technical review letters; solves applicant problems; presents project proposals at public hearings of the City Planning Commission and City Council; reviews applications of appeals of prior decisions; and testifies in legal proceedings regarding land use review process and legal compliance of City actions.
10%	Performs pre-application research; enters data regarding location and requests details for potential development; researches zoning, planning, development, geologic, and drainage history for site; and communicates research with applicants; communicates developmental process, applicable regulations, and potential pitfalls.
10%	May be assigned to write land use regulations and policies; identify key stakeholder groups; draft new regulations; present new regulations to Planning Commission and City Council for formal adoption; and train staff on new regulations and policies.
10%	May assist with the development of long-range master plans; research existing plans for subject area; survey subject area for conditions that need to be addressed through the planning process; and identify and convince stakeholders to understand and compile issues and concerns.



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5%	Provides general planning information to the public by staffing front counter of Land Use Review office; processes payments for minor submittals; directs deliveries and pick-ups; and informs customers of application process.
5%	May be assigned as a liaison to various boards and commissions, representing the department on various issues. As the liaison, may be required to attend meetings, prepare reports and agendas.

Competencies Required:	
Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.	

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.	
Education: Bachelor's degree from an accredited college or university with major coursework in planning, geography, architecture, public administration, or a related field.	
Experience: Five years of full-time responsible planning experience.	



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.
 Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:
 Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instruction, and scheduling work. May supervise a regular group of employees.

Supervision Received:
 Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:
 This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/ fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects, or small organizational units) or responsibility for fiscal management of capital project(s). May recommend budget allocations.

Physical Demands:
 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Seasonally
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never



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Machines, Tools, Equipment, and Work Aids: Telephone, fax machine, photo copier, digital camera, vehicle, personal computer, scanner, presentation projector, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, GIS software, and photo software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: November 2014