



Job Title: **Senior Planner**
Department: Community Development
Revision Date: July 21, 2021
FLSA Status: X Exempt
Exemption: Administrative
Job Reports To: Planning Manager
Pay Grade: 20
 X Full Time

Job Description

Summary/Objective

Reviews and processes complex projects; plans, schedules, assigns, and reviews the work of planning staff within the Planning Division. This is the advanced professional level classification in the Planning Series. The Senior Planner class is distinguished from the Associate Planner class by the difficulty and complexity of work performed and may include supervisory responsibility.

Essential Job Functions *The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:*

Under general direction from the Planning Manager or assigned supervisor, plans, schedules, assigns, and reviews the work of subordinate professional, para-professional, technical and clerical staff engaged in a broad range of planning programs within the Planning Division.

1. Prepares or supervises the preparation of environmental assessments and staff reports related to legislative applications and land use entitlements requiring discretionary approval. Makes recommendations on development permits and presents them to the Development Review Committee, Planning Commission, and City Council.
2. Meets with staff to identify and resolve problems, monitors work flow, reviews and evaluates work products, methods and procedures.
3. Reviews and processes comprehensive plan amendments, re-zonings, annexations, site plans and development applications associated with a project.
4. Coordinates planning and development activities with other City departments, divisions, and outside agencies. Meets and advises developers, residents, business and property owners regarding development applications and processes.
5. Represents the Community Development Department at public meetings and works with a variety of groups and individuals regarding a variety of planning and zoning matters.

6. May supervise, train, and provide guidance to junior level planners on the review of development entitlements. May evaluate professional, para-professional, technical and clerical personnel.
7. May supervise, plan, and coordinate highly-complex professional planning activities including current, long-range, and/or environmental planning activities.
8. Reviews construction and grading plans for compliance with the City's Municipal Code and, if applicable, project specific conditions of approval.
9. Supervises and participates in special planning, zoning, and environmental studies.
10. Monitors State and Federal legislation for changes to planning, environmental, and transportation laws. Ensures that functions meet all applicable laws, regulations, and City policies.
11. Advises and assists City and management officials on community planning issues and problems, pending cases, and application of established City policies and ordinances.
12. Conducts research and prepares statistical reports on land use, social, and economic issues.
13. Develops requests for proposals; manages consultant contracts associated with assigned planning projects; develops work programs and methodologies; oversees consultants' budgets; and establishes project schedules.
14. Reviews and comments on planning proposals of outside jurisdictions that may impact the City.
15. Provides highly responsible and complex administrative support to the Planning Manager & Community Development Director.
16. Performs field inspections to gather data relevant to the development applications and to verify compliance with approved plans.

Other Job Related Duties Performs related duties or responsibilities as assigned.

Conformance Statement In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

Competencies

- Ethical Conduct
- Time Management

- Organization Skills
- Financial Management
- Project Management
- Personal Effectiveness/Credibility

Qualification Guidelines

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Experience Master's degree from an accredited college or university with major coursework in planning or a closely related field, **and** four years of professional planning experience.

Or,

Education/Experience Bachelor's degree from an accredited college or university with major coursework in planning or a closely related field, **and** five years of professional planning experience.

Desirable Possession of American Institute of Certified Planners (AICP) certificate.

Condition of Employment

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

Knowledge, Skills & Abilities

Knowledge of:

- Principles and practices of municipal planning and zoning administration.
- Methods and techniques of site planning and design.
- Statistical analysis techniques and research methodologies for municipal planning.
- California development law, City planning and zoning codes, California Environmental Quality Act, and other applicable Federal, State and local legislation and regulations.
- Microsoft Office Software (Word, Excel, Outlook, Power Point, Access, Windows), Laserfiche, and other job-specific software programs.
- Principles and techniques of project management, supervisory principles and practices, including goal development, personnel management, and work planning/organization.

Skills:

- Exercise independent judgement.

- Communicate expectations and direction clearly and concisely, both orally and in writing.
- To utilize the internet to conduct research.

Ability to:

- Use judgment and initiative in carrying out work programs and objectives established by higher level management staff.
- Interpret planning and zoning matters to the general public.
- Analyze and systematically compile technical and statistical information.
- Plan and prepare comprehensive, clear, and concise reports with sound recommendations.
- Negotiate with developers, home/business owners mutually-beneficial outcomes.
- Develop work procedures.
- Manage multiple projects and issues effectively and meet firm deadlines.
- Think creatively, analytically and critically to provide reasoned and creative solutions to complex problems.
- Present projects to the Planning Commission, City Council or other public forum; speak clearly and concisely to a public audience and answer highly-technical questions during public presentations. Attend evening and weekend meetings.
- Oversee, train, assign, and evaluate the work of department professional, technical and administrative staff. Act as Planning Manager in his/her absence.
- Establish and maintain effective working relationships with all levels of staff, internal and external contacts or customers. Provide excellent customer service.
- Operate a personal computer and relevant software programs; operate common electronic office equipment such as computer monitors, photocopiers, scanners, fax machines, telephones, and cell phones.

Work Authorization/Security Clearance

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

Disaster Service Worker Requirements

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

Pre-Employment

All employment offers are contingent upon successful completion of a pre-employment physical exam, a criminal background investigation which includes finger printing and a Department of Transportation pre-employment drug/alcohol test.

Working Conditions, Mental and Physical Demands

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

Work Environment Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone; frequently required to sit, stand, walk, use hands and fingers, and reach with hands and arms.

Employees work in an indoor office environment with moderate noise levels, controlled temperature conditions, fumes are not generally present, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Physical Demands This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift books and files from shoulder-level and above, carry, push, and pull materials and objects weighing up to 50-pounds.

Visual acuity to perform routine filing of documents is required; and use of a computer keyboard and software. While performing the duties of this job, the employee is regularly required to see, talk, and hear.

Essential Mental Functions Regularly use of written and oral communication skills, read and interpret data, analyze and solve problems; observe and interpret situations; interact with City staff.

Able to make quick decisions, provide guidance and direction to or supervise others, problem solve, read, write, and speak publicly. Essential to be able to read, organize, process and interpret data, and be able to add, subtract, multiply and divide.

Supervisory Responsibility

Receives general direction from the Planning Manager or his/her designee. Exercises indirect supervision over professional, technical and office support staff.

Expected Hours of Work/Work Schedule

Monday – Thursday 7:00 AM – 6:00 PM (4x10 work week). Occasional evening and weekend work may be required as job duties demand.

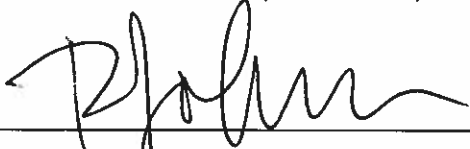
Travel

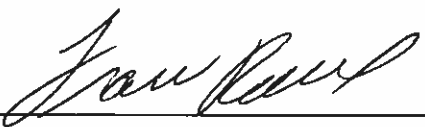
10-20% travel is expected for this position.


Disclaimers and Approval

The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

This job description has been approved by all levels of management:

City Manager  Date 7/26/2021

Community Development Director  Date 7/21/2021

Human Resources  Date 7/21/2021

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____