

TOWN OF SAN ANSELMO

SENIOR PLANNER

DEFINITION

To perform advanced level professional planning duties in the areas of current and advanced planning including zoning administration and special projects; and to provide responsible staff support to the Planning Director.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the professional Planner series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series including regular and continuing responsibility to manage complex and sensitive planning projects, and may provide lead supervision to lower level professional staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from management staff.

May provide lead supervision to lower level professional staff, as well as exercise technical supervision over clerical and technical staff and volunteers.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Perform responsible and complex professional planning work; make recommendations on development permits, tentative tract maps, planned development permits, certificates of compliance, as well as other zoning applications; maintain detailed socio-economic data and other relevant statistics; prepare appropriate reports.

Confer with engineers, developers, architects, a variety of agencies and the general public in acquiring information and coordinating planning and zoning matters; interpret planning and zoning regulations to the public and provide information (at the public counter, over the telephone, in meetings, and in writing) regarding Town development requirements.

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Perform extensive research and analysis on planning activities including policy implementation established by the General Plan, zoning ordinance, downtown revitalization plan or other land use and development ordinances.

Present planning and zoning matters to the Town Council, Planning Commission, and citizen committees; serve as staff to various citizen boards and committees as necessary; prepare agendas for various boards and commissions.

Provide lead supervision to lower level professional staff, including training, as assigned; assist in conducting performance evaluations; and assist in budget preparation.

Conduct and lead planning studies in the community to gather data for evaluating current and advanced planning projects. Oversee, participate in, and coordinate special planning, zoning and environmental studies; prepare reports and findings.

Develop amendments to the General Plan elements and to the zoning ordinance; prepare long-term planning recommendations, precise plans or complex subdivisions.

Build and maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of land use planning and development.

Methods and techniques of effective technical report preparation and presentation.

Statistical and research methods as applied to the collection, analysis and presentation of planning data.

Recent developments, current literature, and information sources related to municipal planning and administration.

Pertinent Federal, State, and local statutes, rules and regulations, including applicable environmental laws, and regulations.

Principles and practices of supervision, training, and performance evaluation.

Modern office procedures, methods, and computer equipment and applications.

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Ability to:

Interpret, explain, and apply land use/development codes, regulations and procedures.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers and reports; identify and interpret technical and numerical information; observe, identify, and resolve operational and technical problems; understand, interpret and explain applicable ordinances, statutes, policies and procedures.

On a continuous basis, sit at desk or in meetings for long periods of time; stand at public counter to answer questions of the public. Intermittently, walk, stand, squat, kneel, climb, and bend in the field; twist and reach office equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; write and use keyboard to communicate through written means; visually differentiate between colors on land use maps; and occasionally lift or carry weight of over 25 pounds.

Prepare, analyze, and make recommendations regarding highly complex and/or sensitive development/land use proposals or projects

Compile and analyze highly complex technical and statistical information and prepare reports, charts, and maps.

Train and lead professional staff.

Work with various cultural and ethnic groups in a tactful and efficient manner.

Obtain information through inquiry; work firmly and courteously with the public; and work effectively with interruption.

Analyze situations quickly and objectively; determine proper course of action within scope of assignment.

Work evenings and week-ends as required.

Use modern office equipment, including computers.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge

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and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible professional planning experience in a public agency.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental studies, urban or regional planning or a closely related field.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license.

Date: 1-10-97

Approved: Beth Pollard
Town Administrator