

PLANNER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates and administers the most complex projects and programs within the Community Development Department; administers current, long-range, and/or environmental planning activities, including serving as project manager for complex development and/or environmental mitigation projects; administers complex and sensitive activities in such areas as zoning, redevelopment, housing, advanced and/or environmental planning; provides highly complex professional assistance to the Director of Community Development, the City Council, appointed boards and commissions, and others in areas of expertise; oversees, reviews and performs a variety of studies and prepares and presents staff reports; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position mid-management classification in the Community Development Department. The incumbent organizes and oversees day-to-day planning activities and is responsible for providing professional-level support to the Director of Community Development in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other City departments and public agencies. Responsibilities include performing and directing many of the department's day-to-day administrative functions. This class is distinguished from the Director of Community Development in that the latter has overall responsibility for all planning functions and for developing, implementing and interpreting public policy.

EXAMPLES OF DUTIES (Illustrative Only)

- Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Assumes management responsibility for all services and activities of the Community Development Department in absence of the Community Development Director, with major emphasis on current, advance, and/or environmental planning.

EXAMPLES OF DUTIES: (Illustrative Only) Continued

- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Director of Community Development.
- Assists in selecting, training, motivating, and evaluating assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; may assist in implementing discipline procedures.
- Participates in developing the work plan for the Community Development Department; meets with staff to identify and resolve problems; assists in assigning work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Participates in the development and administration of the Department's budget.
- May serve as a liaison for the Community Development Department with other City departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Provides highly complex staff assistance to the Director of Community Development; prepares and presents staff reports and other necessary correspondence.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Community Development programs, policies, and procedures, as appropriate.
- Develops and reviews staff reports related to planning activities and services; presents reports to the Planning Commission, City Council and other commissions, committees and boards; performs a variety of public relations and outreach work related to planning activities.
- Participates on a variety of boards, commissions, committees, and task forces; attends and participates in professional groups and committees; stays abreast of new trends and innovations in the field of Community Development.
- Confers with engineers, developers, architects, a variety of agencies, and the general public in acquiring information and coordinating planning and zoning matters; provides information regarding City development requirements.
- Receives, investigates, and responds to problems and complaints from citizens in a professional manner; identifies and reports findings and takes necessary corrective action.

EXAMPLES OF DUTIES: (Illustrative Only) Continued

- Conducts site inspections, including determining if projects are in compliance with laws, regulations and ordinances; makes recommendations regarding changes.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, project management, and supervision of staff and consultants on a project basis.
- Principles and practices of budget administration.
- Principles and practices of employee and consultant supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, codes and regulations.
- Principles and practices of contract administration and evaluation.
- Organization and management practices as applied to the development, analysis and evaluation of programs, policies and operational needs of the assigned function.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to planning and zoning.
- Principles, practices and procedures related to city and regional planning, particularly as related to the current, advance, and/or environmental planning process.
- Geographic, socio-economic, transportation, political, environmental, and other elements related to city planning.
- Operational characteristics, services and activities of the Community Development Department.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern and complex principles and practices of program development and administration.

- Modern principles and practices, technical legal issues, and research methods of municipal planning, zoning, urban economics, demographics, and environmental management.

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Knowledge of: Continued

- General concepts of architecture, landscaping, grading, drainage, traffic and transportation, and environmental engineering as they relate to the process of urban planning.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Modern office methods, practices, procedures and equipment, including computer hardware and software necessary for graphic presentation, mapping and database management, including Microsoft Office, Microsoft Project, City permitting software, and basic GIS concepts and applications.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations and with property owners, developers, contractors and the public.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Skill in:

- Acting as the Community Development Director in his/her absence.
- Recommending and implementing goals, objectives, and practices for providing effective and efficient services.
- Administering complex, technical and sensitive planning, development, and related programs in an independent and cooperative manner.
- Analyzing, interpreting, summarizing and presenting administrative and technical information and data in an effective manner.
- Effectively administering a variety of land use, development, and/or environmental mitigation programs and activities.
- Identifying and responding to issues and concerns of the public, Planning Commission, City Council, and other appointed boards and commissions.

Skill in: Continued

- Interpreting planning, zoning, and/or environmental programs to the general public.
- Reading plans and specifications and making effective site visits. Managing and monitoring complex projects.
- Planning, organizing, scheduling, assigning, reviewing and evaluating the work of staff and/or consultants on a project basis.
- Training staff in work procedures.
- Evaluating and developing improvements in operations, procedures, policies, or methods.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Analyzing, interpreting, summarizing and presenting administrative and technical information and data in an effective manner.
- Interpreting, explaining, and ensuring compliance with City policies and procedures, complex laws, codes, regulations and ordinances.
- Conducting complex research projects, evaluating alternatives, making sound recommendations, and preparing effective technical staff reports.
- Effectively representing the Department and the City in meetings with governmental agencies, community groups and various businesses, professional, regulatory organizations, and individuals.
- Establishing and maintaining a variety of filing, record-keeping, and tracking systems.
- Organizing and prioritizing a variety of projects and multiple tasks in an effective and timely manner; organizing own work, setting priorities, and meeting critical time deadlines.
- Operating modern office equipment including computer equipment and specialized software applications programs.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

- Valid California class C driver's license.
- Certification by the American Institute of Certified Planners (AICP) is highly desirable.

Desirable Education and Experience:

Any combination of training and/or experience which is equivalent to:

- Graduation from an accredited four-year college or university with major coursework in urban planning, community development, business or public administration, or a related field.
- Five (5) years of responsible professional urban planning experience, including two (2) years of supervisory experience. Possession of a Master's degree in urban planning or public administration with emphasis in urban planning is highly desirable.