

CITY OF LOS BANOS

Job Description

POSITION TITLE	SENIOR PLANNER
DEPARTMENT	COMMUNITY & ECONOMIC DEVELOPMENT
EMPLOYMENT CATEGORY	EXEMPT
EMPLOYMENT LEVEL	MIDDLE MANAGEMENT

DEFINITION

To organize, assign, review and supervise the work of assigned personnel engaged in professional planning duties; to serve as project manager for complex development applications; to perform duties requiring specialized knowledge; and to provide administrative support to the Community & Economic Development Director.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Community & Economic Development Director.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Maintain confidentiality of city records and/or confidential discussions pertaining to City records.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for performing professional planning duties; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in the performance of planning activities.
- Coordinate planning related activities with other City departments and outside agencies.
- Confer with and advise architects, builders, attorneys, contractors, engineers and the general public regarding City development policies and standards.
- Evaluate projects for compliance with local, State and Federal laws, including applicable environmental laws.
- Conduct zoning studies; analyze land use issues; recommend resolutions to land use problems; propose new or revised ordinances.
- Supervise and participate in the preparation of meeting packets and special materials for distribution to the City Council and Planning Commission.
- Perform independent research in the area of current and long range planning projects; prepare and present staff reports.
- Coordinate the review, evaluation and processing of various development applications.

- Review applications for discretionary approval including GPA site plan approvals, use permits and zone changes.
- Maintain the General Plan and zoning ordinance.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Provide and coordinate staff training; work with employees to correct deficiencies.
- Perform the most difficult work related to the review and processing of plans for compliance with City zoning and subdivision ordinances.
- Manage grant applications and necessary reports.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Maintain skills through continuing education and training.
- Attend public meetings, including but not limited to, Planning Commission meetings.
- Perform other related duties as assigned.

Knowledge of:

- Principles, practices, laws and trends in the field of planning and the California Environmental Quality Act (CEQA).
- Equipment, tools and materials used in professional planning.
- Advanced principles and practices of urban planning and development.
- Advanced methods and techniques of technical report preparation and presentation.
- Advanced research methods and sources of information related to urban growth and development.
- Recent developments, current literature and sources of information related to municipal planning and administration.
- Principles and practices of supervision, training and performance evaluations.
- Principles and practices of budget monitoring.
- Pertinent local, State and Federal laws, ordinances and rules.
- Modern office procedures, methods and computer equipment.

Ability to:

- Organize, implement and direct professional planning operations and activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Interpret and explain pertinent City and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.

- Develop and recommend policies and procedures related to assigned operations.
- Ensure project compliance with Federal, State and local rules, laws and regulations.
- Coordinate, organize and conduct research studies; prepare concise technical reports; prepare maps, charts, and other graphic material for effective presentations.
- Generate diagrams, exhibits, maps or illustrations using Geographical Information System (GIS) software.
- Prepare and analyze complex technical and administrative reports, statements and correspondence.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Bachelor's degree from an accredited college or university in Planning, Public Administration, or related field.
- Three (3) years of responsible planning experience equivalent to Associate Planner or similar position.

10/17