



## SENIOR PLANNER

### **General Definition of Work:**

Performs difficult professional work handling a variety of assignments in the Planning and Community Development Department; does related work as required. Work is performed under the general supervision of the Planning and Community Development Director.

### **Essential Functions/Typical Tasks:**

**Coordinating assigned planning programs such as zoning, land use, subdivision, development permitting and comprehensive planning; preparing graphic materials; conducting research; maintaining records and files; preparing reports.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Coordinates a variety of assigned planning programs including zoning, land use, subdivision and major development permitting and comprehensive planning of public utilities, recreation and school facilities, parks, offstreet parking, public centers and transportation routes.
- Performs planning work in specialized areas such as urban design, historic preservation, economic development, transportation and/or comprehensive planning.
- Prepares reports and analyses in implementing and updating the City Comprehensive Plan for the continued growth and development of the City.
- Supervises and conducts research studies and formulates reports and recommendations related to such issues as community development, land use, urban design, historic preservation, transportation systems, utility systems, community facilities, economic base, population and housing.
- Designs and participates in the development and presentation of a variety of specialized planning studies.
- Assembles and reviews planning data.
- Confers with civic groups, developers, citizens and City officials on planning, zoning and related matters.
- Meets with various county, regional and state organizations engaged in planning activities and may represent the City at such meetings.
- Development Review coordination
- Facilitate and Coordinate Historic Preservation Board
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of the principles and practices of City planning and urban design; considerable knowledge of the principles and practices of civil engineering and architecture; considerable knowledge of public administration, statistics, economics and sociology as related to municipal planning; ability to develop and supervise planning programs, perform studies and analyze and present data in clear and comprehensive form; ability to understand, explain and apply zoning, urban design and development regulations impartially; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with associates, officials, civic groups and the general public.

### **Education and Experience:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in urban planning or related field supplemented by a master's degree and considerable experience in professional planning work. AICP preferred.



**Physical Requirements:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**Special Requirements:**

None

**Pay Grade:** 124

**Status:** Exempt, MAPS

**Revised:** September 2018