

CITY OF LINCOLN SENIOR PLANNER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, leads, oversees, reviews and performs complex professional land use and urban planning work, including current and future planning, implementation of the City's General Plan, environmental review and coordination, development review and management of the City-wide pre-application review; provides work direction and lead supervision, including allotting duties, providing training and assisting with reviewing work performance; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Planner** is the lead/advanced journey level classification in the professional planning series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents in this position work independently in the research and analysis of planning issues, in the preparation of planning reports, studies and recommendations and in the supervision and coordination of assigned planning functions and processes. This classification is distinguished from the next higher classification of Assistant Director of Community Development in that the latter is responsible for broad management within the department.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Assistant Director of Community Development and the Director of Community Development. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Develops and implements goals, objectives, policies and priorities for assigned functional areas; plans, coordinates, directs and processes complex projects and conducts research studies, including phases of the General Plan, current plans and special studies; negotiates, prepares and administers consultant services contracts; prepares reports and recommendations regarding land use, zoning, urban design, population trends, transportation, community needs, housing and environmental issues; recommends the use of land for residential, commercial, industrial and community uses.
- Provides lead direction to professional, technical and office support staff in assigned functional areas; instructs staff in work procedures and reviews and evaluates work performed; confers with personnel from other departments and agencies in coordinating work activities; meets with representatives of community organizations and other groups to encourage cooperative action or to resolve problems.
- Coordinates and participates in the review and processing of various plans and applications for subdivision, housing and commercial developments; reviews and processes variances and other development permits and applications; collects and evaluates information related to the application

process and determines conformity with laws, regulations, policies and procedures; recommends approval or alternative approaches; conducts project site inspections.

- Provides information and assistance to developers, property owners and the public regarding laws, regulations, standards, policies and procedures related to the submission of plans, processing of applications and implementation requirements; investigates and answers the more complex questions from the public regarding planning, zoning and environmental issues.
- Supervises, coordinates, and participates in code enforcement duties as they relate to zoning matters.
- Supervises, coordinates and participates in the update and implementation of the General Plan, environmental review and compliance, development review and citywide pre-application review; serves as staff to Committees, Commissions and the Council; manages complex and controversial current and future planning projects.
- Writes and edits reports and agendas for Committees, Commissions and Council; coordinates, prepares and provides meeting support services to the groups, including reviewing draft materials and preparing comments; drafts hearing notices, organizes meetings and work sessions ensuring timely notification of appropriate parties; makes presentations and prepares material for the City Council, Commissions, boards and community groups.
- Serves as technical advisor to City staff and officials, public agencies and members of the public.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking on slippery, level and uneven surfaces, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Planner**. A typical way of obtaining the required qualifications is to possess four years of increasingly responsible experience in urban or regional planning, including one year in a lead capacity, and a bachelor's degree in urban or regional planning, or a related field. A master's degree in urban or regional planning is desirable.

License/Certificate:

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

KNOWLEDGE, SKILLS AND ABILITIES: *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and techniques of current and future planning; land use, physical design, demographic, environmental, economic and social concepts as applied to municipal planning; statistical methods and research techniques applicable to the preparation of municipal planning studies; grant writing and administration; techniques and methods for making effective public presentations of complex information; contract negotiation and administration; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations, including the City Municipal Code, C.E.Q.A. and California laws relating to subdivisions, annexations, zoning and land use; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Skill to:

Operate an office computer and a variety of word processing and software applications, including graphic and presentation programs.

Ability to:

Lead, oversee and perform complex professional planning work in assigned program areas; apply policies, procedures and standards pertaining to the municipal planning process; review complex project plans and concepts to determine compliance with the general plan and plan principles; read and interpret maps, sketches, drawings and specifications; read, interpret and record a variety of planning, modeling and statistical data accurately; coordinate and/or participate in community planning and information sessions; research, collect and analyze a variety of information relative to planning activities and project details; conduct project inspections; attend evening meetings as required; keep accurate records; interpret, apply and explain applicable laws, codes and regulations; train, supervise and motivate assigned staff; make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Salary Range:	Refer to Professional/Administrative Salary Schedule
FLSA:	Exempt
Employee Group:	Professional/Administrative, Local 39