

# CITY OF EAST PALO ALTO

## CLASSIFICATION SPECIFICATION

<b>CLASS TITLE:</b>	<b>SENIOR PLANNER</b>	<b>CLASS CODE:</b>
<b>DIVISION:</b>	<b>PLANNING</b>	<b>FLSA STATUS: E</b>
<b>REPORTS TO:</b>	<b>Planning Manager</b>	<b>BARGAINING GROUP: MID-MGT.</b>

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*This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.*

### **DEFINITION**

To supervise, assign and review the work of staff responsible for performing the City planning function including current or comprehensive planning projects and special studies; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

### **JOB SUMMARY**

This job reports directly to the Planning Division Manager. Under general direction, plans, assigns and directs the work of staff within the division; supervises professional, technical and clerical staff in the accomplishment of their work; performs professional level planning work, coordinates the work of the division with other divisions within the City, other departments, agencies and boards. May act as Division Manager in the absence of the Division Manager.

### **DISTINGUISHING CHARACTERISTICS**

This classification performs important professional advanced journey-level planning work. Incumbents receive indirect supervision within a broad framework of overall objectives and policies. This classification is distinguished from the Associate and Assistant Planners in that it may supervise those classifications.

### **ESSENTIAL FUNCTIONS**

*This reflects essential responsibilities of this classification; however, all responsibilities may not be performed by all incumbents.*

- Carry out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing and recommending the hiring and training, planning, assigning and directing work; conducting employee performance reports, recommending rewarding and disciplining subordinates, addressing complaints and resolving problems.
- Make assignments, shifts personnel to meet time commitments, reviews and redirects work, compiles information into final reports, and presents or supervises the presentation of reports or studies to various boards, commissions and community groups.
- Provides information and direction to subordinates on interpretation, precedent, and policy; direct divisional policy regarding development projects.
- Review and edit staff reports.
- Perform project management, including preparing correspondence and reports.
- Attend public hearings as staff representative.
- Develop scope of work and conducts long-range planning studies.
- Develop, communicate, and monitor policies, procedures, and standards for the division; recommend improvement when necessary.
- Confer with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; make recommendations to assist management in making needed improvements.
- Assist in the preparation of the annual budget and various contracts related to the Planning Division.
- Make public oral presentations.

- Organize and conduct community meetings, public hearings, workshops and committee meetings on land use, environmental review and development applications.
- Monitor budget and contract expenditures during the fiscal year, makes recommendations for modifications of expenditures.
- Conduct planning studies within the area of responsibility.
- Prepare federal and state grant requests for planning related assistance and acts as an information source for public, other City departments, and state and federal agencies on planning issues.
- Recommend and assist other staff orientation and training; evaluates performance.
- Prepare report for most complex and controversial planning studies and land use development projects.
- May act as hearing officer for permits, variances, use permits and development review.
- Perform special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, administering state and federal grants and presenting technical data to management, elected officials and others.
- Interpret and explain policies and procedures for staff, personnel of other agencies and the public.
- Represent the Department by attending various internal and external meetings.
- Advise the Planning Division Manager and/or other staff members on matters of particular difficulty or sensitivity.
- Arrange for and/or fill in for absent subordinates.
- Promote the City's commitment to excellence and quality customer service.
- Implement safety programs which ensure a clean, safe and unobstructed work area, and safe work practices by employees utilizing appropriate safety equipment.
- Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

- Advanced principles, methods and techniques utilized in land use planning and environmental review.
- All applicable state, federal and local ordinances, laws, rules and regulations.
- Research methodology and standard statistical methods and procedures as they apply to planning.
- Principles and practices of public administration.
- Recordkeeping, report preparation, filing methods and records management techniques.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary
- Basic budgetary principles and practices.
- Administrative principles and practices, including goal setting and implementation.
- Administration of staff and activities, either directly or through subordinate supervision.
- Methods and techniques of research, statistical analysis and report presentation.
- All computer applications and hardware related to performance of the essential functions of the job.

### **Skills**

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Using mathematics.
- Communicating clearly and effectively, both orally and in writing.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.

- Preparing clear and concise reports, correspondence and other written materials.
- Bilingual skills are desirable.
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#### **Abilities**

- Determine work priorities and effectively coordinate and schedule personnel and other resources.
- Establish and maintain effective working relationships with a variety of individuals
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Identify and analyze problem situations, establish priorities of action based on analysis, and take appropriate action to resolve problems.
- Prepare and present complex technical reports.
- Interpret a variety of instructions in written, oral, diagram or schedule form.
- Define problems, collect data, establish facts and draw valid conclusions.
- Establish and maintain effective working relationships with a variety of individuals.
- Determine appropriate research methodology for project studies and insure that analysis is complete and accurate.
- Promote teamwork among staff.
- Supervise the preparation of, or perform, complex, difficult, or specialized planning studies and speak effectively before public groups and respond to questions.
- Perform the essential functions of the classification.
- Perform duties for periods longer than the normal eight-hour work day, or more than five days per week, or both when necessary.
- Effectively supervise subordinates.

#### **MINIMUM QUALIFICATIONS REQUIRED**

##### **Education:**

Bachelor's Degree from an accredited college or university with a major in City/Urban Planning, Architecture, Public Administration, or a related field.

##### **Experience:**

Six years increasingly responsible municipal planning experience with at least two year of supervisory/management experience.

##### **Licenses and/or Certifications:**

- Valid California Class C Driver's License or higher and a good driving record.

#### **DESIRED QUALIFICATIONS**

Master's Degree from an accredited college/university in City Planning, Architecture, Public Administration and five years progressively responsible related experience.

#### **MATERIAL AND EQUIPMENT USED**

General office equipment including fax, computer, printer, vehicle, pager, regular/cell telephone, pager, computer, camera audio/visual equipment.

#### **PHYSICAL REQUIREMENTS**

While performing the essential Functions of this classification the employee is frequently required to stand, walk, sit; reach with hands and arms; use manual dexterity to operate machinery/tools' handle, seize, hold or otherwise work with hands', and/or balance; stoop, kneel, crouch, or crawl; speak and hear, and climb flights of stairs.

**WORKING CONDITIONS**

While performing the essential functions of this classification the employee is exposed to a normal office environment with little exposure to outdoor temperatures, or dirt and dust. Field work is also required.

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***NOTE:*** Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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Established: December 2002  
Revised: June 2004