

CITY OF SAN JUAN CAPISTRANO

SENIOR PLANNER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of general and specialized professional planning functions including conducting studies, analyzing data and preparing reports on current and long-range projects; to provide a high level of customer service to the public; to process entitlements through the various Committees, Commissions, and City Council; to coordinate and manage all activities related to assigned projects; and to provide information and assistance to developers, the business community and general public regarding planning and development related matters.

DISTINGUISHING CHARACTERISTICS

This is the senior level class within the Planner series. Employees within this class are distinguished from other Planner level(s) by the performance of the full range of duties as assigned including assuming responsibility for advanced planning projects, management of planning projects and preparation of complex planning reports. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Planning Director.

ESSENTIAL FUNCTION STATEMENTS *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Performs professional level planning functions including conducting studies, analyzing data and preparing reports on current and long range planning projects.
2. Coordinates planning activities with other departments, divisions and outside agencies and organizations and provides related assistance as required.
3. Processes entitlements through the various Committees, Planning Commissions, and City Council; provides customer service at the Planning Department's public counter.
4. Receives and reviews development proposals and applications and zoning and variance requests; ensures compliance with appropriate regulations and policies; recommends modifications as appropriate.
5. Provides supervisory support to technical and clerical staff; reviews work and monitors quality.
6. Conducts a variety of current and long-range planning studies; researches, analyzes and interprets social, economic, land use and population data; identifies trends; prepares written reports and provides recommendations on planning activities; delivers presentations to the Planning Commission and City Council.

Essential Functions (Continued):

7. Processes environmental documents; assists in preparing agendas and reports on development applications for presentation to various commissions and committees; researches and analyzes development proposals.
8. Confers with and advises developers, contractors and the general public on acceptable site plans; reviews building plans, parcel maps, tract maps and subdivision proposals; ensures compliance with regulations and ordinances; recommends modifications; coordinates and writes Municipal Code amendments.
9. Conducts public presentations; explains planning and zoning regulations, and upcoming planning projects; responds to and resolves public complaints and inquiries.
10. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of urban planning.
11. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of an urban planning program.
- Principles and practices of urban and regional land use planning.
- Site planning and architectural design techniques and methods.
- Principles and practices of historic preservation.
- Methods and techniques of research and analysis.
- Principles of business letter writing and basic report preparation.
- Current literature and recent developments in the field of planning and zoning.
- Pertinent Federal, State and local laws, codes and regulations.

Skill in:

- Interpreting and explaining planning and zoning ordinances and regulations.
- Analyzing and compiling technical and statistical information.
- Preparing clear and concise analytical reports.
- Interpreting, explaining and enforcing local, State and Federal laws and regulations.
- Interpreting planning and zoning policies to the general public.
- Responding to difficult and sensitive public inquiries.
- Understanding and carrying out oral and written directions.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining cooperative relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of experience in regional or urban planning in a public agency environment.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in planning, architecture, political science, public administration, or a related field.

Licenses or Certifications:

- Possession of, or ability to obtain, an appropriate, valid driver's license.
- Possession of certification by the American Institute of Certified Planners (AICP) is desired.

WORKING CONDITIONS

Environmental Conditions:

Office environment with occasional field inspections.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time.