

## 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.*

### **SUMMARY DESCRIPTION**

Under direction, performs complex professional level work in the fields of current and advanced planning, and economic development; processes plans, applications and proposals relating to the City's growth and development; may plan, direct, organize, and review the day-to-day operations and activities of a section within the department; and represents the division in the absence of the Planning Manager.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform complex professional planning work involving current and advanced planning, and economic development projects.
2. Provide professional advice to other departments and the general public pertaining to planning issues, including land use and zoning matters.
3. Serve as project manager for complex City-initiated development projects; perform technical review for routine project plans and applications, and make recommendations.
4. Assign and review planning work of subordinates or review work of consultants to assure overall quality of professional planning.
5. Evaluate, analyze, accept, review, organize, schedule and process site and architectural plans, permit applications, and site approvals; determine conformance with laws, regulations, and policies; recommend approval or identify problems and evaluate alternatives.
6. Assist in the management, review, development, revision, and maintenance of General Plan elements, plans, ordinances, and other policies and procedures.
7. Research and prepare complex reports on a wide range of planning issues, including staff reports, zoning verification letters, and CEQA documents; prepare environmental determinations.
8. Maintain budget control on projects or division activities.
9. Coordinate work with other City departments and outside agencies.
10. May conduct site inspections to investigate a new or approved project for compliance with conditions of approval.
11. Prepare or supervise preparation of GIS maps, charts, diagrams and other documents for reports and public hearing notices.

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12. Analyze statistical data, such as long-range transportation, population characteristics, growth trends and other data.
13. Perform research on a variety of planning issues; prepare and/or revise planning ordinances.
14. Coordinate the preparation of environmental impact reports; recommend determinations of the environmental impact of projects; review environmental documents of other agencies.
15. Supervise, train and evaluate staff when assigned.
16. Administer contracts with consultants involved in major capital projects or studies; prepare, distribute, and review RFPs.
17. Attend and/or make presentations at City Council, Planning Commission, Design Review Board, and community group meetings.
18. Perform plan checks to ensure conformance with conditions of approval.
19. May plan programs or direct planning activities; assist in developing and implementing department or division goals and objectives.
20. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Advanced principles and practices of urban planning, economic development, and zoning administration.
- Principles of lead supervision and training.
- Principles and practices of municipal budget preparation and administration.
- Environmental review procedures.
- Statistical and research methods applied to the collection and analysis of data pertinent to planning.
- Principles of mathematics and statistics.
- Principles and techniques of project management.
- Principles and techniques of research and analysis.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local codes, laws, and regulations.

**Ability to:**

- Assume responsibility for planning activities on multiple complex projects.
- Lead, organize, and review the work of staff.
- Independently perform the most difficult planning projects.
- Prepare long-range planning studies.
- Prepare maps and other graphics using GIS.
- Engage in complex professional planning design work.
- Interpret, explain, and enforce department policies and procedures.

- Prepare reports, proposals and written materials of an analytical, budgetary, financial, technical and evaluative nature.
- Interpret planning and zoning programs to the general public.
- Explain City policies, practices and objectives to diverse public and private agencies, organizations, and individuals.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Collect, analyze and compile technical, statistical and related information pertaining to planning, zoning, environmental research and CDBG programs.
- Construct maps, charts and other visual aids using GIS; prepare written reports; follow written and oral instructions.
- Speak effectively in public.
- Make sound analysis, evaluations and recommendations on matters relating to City planning or downtown development and economic development.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations.
- Prepare concise oral and written reports.
- Respond to requests and inquiries from the general public.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Meet critical deadlines while working with frequent interruptions.
- Plan and organize work to meet changing priorities and deadlines.
- Manage a wide variety of planning/economic development related projects.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

#### **Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, or a related field.

#### **Experience:**

Four years of increasingly responsible professional current and/or advance planning experience including two years of experience comparable to that of an Associate Planner with the City of Antioch.

#### **License or Certificate:**

Possession of an appropriate, valid driver's license.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with occasional exposure to an outdoor field setting and travel from site to site; incumbents may be required to work extended hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office and outdoor field setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine

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coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Revised: July 1998

Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.