



Career Service Authority

Page 1 of 6

Senior City Planner

GENERAL STATEMENT OF CLASS DUTIES

Performs specialized, professional level planning work including serving as a technical expert and project coordinator offering advice and direction to other planning, development, and design staff, city officials, and the public.

DISTINGUISHING CHARACTERISTICS

This class performs specialized, professional planning work. This class is distinguished from a Principal City Planner that performs advanced, specialized professional level planning work including developing the vision for city growth, land use, design, infrastructure development, and preservation, promotes the best use of the city's land and resources for residential, commercial, institutional, and recreational purposes, and serves as a program leader in a functional planning area. The Senior City Planner is distinguished from the Associate City Planner that performs professional planning work including participating and assisting in developing planning projects, goals, and guidelines and conducts planning studies and research in a variety of social, economic, and physical areas. The Senior City Planner is distinguished from the Development and Planning Supervisor that performs professional level and supervisory work over staff involved in promoting the orderly growth, development, and improvement of the city through development review, land use regulations, and transportation/infrastructure planning and the implementation of housing policies and programs.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally in the form of stated objectives only with issues and factors largely undefined requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy, and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories, and concrete factors to be evaluated and weighed requiring a high degree of analytical ability, independent judgment, and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied, and simultaneous coordination of several functions, programs, or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

Interpersonal Communications and Purpose:

Contacts of a remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major program and/or function of the organization.

Level of Supervision Exercised:

By position, coordinates the work of employees who are assigned to specific projects.

ESSENTIAL DUTIES

Coordinates complex planning projects and/or multi-agency/multi-jurisdictional planning efforts, develops long and short term plans, programs, goals, and policies involving city/region wide planning initiatives, public transportation systems, economic development, environmental stewardship, housing, infrastructure development, and land use, and translates planning goals and policies into regulatory systems (zoning code, rules, regulations, permitting) and capital improvement systems.

Participates in the development and maintenance of the comprehensive plan and other specialized city plans and ensures planning programs/projects are consistent with city planning principles/criteria, applicable regulations, and other relevant factors.

Plans and coordinates planning studies/projects and develops scope of work and work plan including preparing a planning assessment, environmental research and assessment, historical preservation factors, zoning policy and regulations, the public involvement process, data analysis functions, timelines, and budget.

Serves as a technical consultant and advisor to official planning committees, citizen groups, City Council, and other stakeholders related to planning policies/standards, issues, processes, procedures, zoning/rezoning issues, ordinance changes, and environmental regulations and requirements.

Facilitates meetings and/or presentations to bring together interested stakeholders to discuss proposed planning initiatives, assess obstacles, evaluate opposing views and interests, and determine areas of support.

Designs and conducts research to collect and assemble original data from land use maps, plans, reports, and surveys and uses data to define issues, assess trends, make recommendations, and identify relationships among disparate data, issues, and positions.

By position, coordinates the work of consultants/contractors and other employees who are assigned to specific projects.

By position, participates in the formation of capital improvement programs and in design reviews of projects to ensure program scope, planning criteria, and standards are met and coordinates with stakeholders and government agencies providing planning approvals.

Performs other related duties as assigned.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Public Planning – Knowledge of functions, principles, methods, and techniques of public planning including community planning, outdoor recreation planning, and natural resource management such as demand forecasting, environmental impact analysis, financial forecasting, land use planning, and zoning

Strategic Thinking – Formulates effective strategies consistent with the business and competitive strategy of the organization in a global economy, examines policy issues and strategic planning with a long term perspective, determines objectives and sets priorities, and anticipates potential threats or opportunities.

Transportation – Knowledge of principles and methods for moving people and goods by air, rail, and/or road including costs and limits.

Land Use and Development – Knowledge of the principles and tools relevant to land use planning, development, regulations, and permitting.

External Awareness – Identifies and understands economic, political, and social trends that affect a program/project.

Reading – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Writing – Recognizes and uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information which may include technical material that is appropriate for the intended audience.

Self-Management – Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

Vision – Understands where the organization is headed and how to make a contribution, takes a long-term view, and recognizes opportunities to help the organization accomplish its objectives or move toward the vision.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Oral Communication – Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

Problem Solving – Identifies problems, determines accuracy and relevance of information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

Planning and Evaluating – Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.

Decision Making – Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish program goals, and causes change.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Customer Service – Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Creative Thinking – Uses imagination to develop new insights into situations, applies innovative solutions to problems, and designs new methods where established method and procedures are inapplicable or are unavailable.

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior, works with others towards an agreement, and negotiates to find mutually acceptable solutions.

Leadership – Influences, motivates, and challenges others and adapts leadership styles to a variety of situations.

Conflict Management - Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Organizational Awareness – Knows the organization's mission and function and how its social, political, and technological systems work and operates effectively with them including the program, policies, procedures, rules and regulation of the organization.

Integrity/Honesty – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Flexibility – Is open to change and new information, adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with ambiguity.

Information Management – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

Technology Application – Uses machines, tools, instruments, and/or equipment effectively and uses computer applications to analyze and communicate information in the appropriate format.

Mathematical Reasoning – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of lead work functions.

Physical Demands:

Sitting: remaining in the normal seated position.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hands.
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Near acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Accommodation: ability to adjust vision to bring objects into focus.

Working Environment:

Subject to many interruptions.
Pressure due to multiple calls and inquiries.
Subject to long irregular hours.

Education Requirement:

Master's Degree in City or Regional Planning, Architecture, Landscape Architecture, Engineering, or a directly related degree.

Experience Requirement:

Three years of professional experience in city or regional planning. (Some positions may require experience in a specific planning area.)

Education/Experience Equivalency:

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure and/or Certification:

Possession of a valid driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 12/16/2005

REVISED BY: Patricia Anderson

CLASS HISTORY The Senior City Planner class has been revised and updated to more accurately reflect the duties performed. This class combines the class concepts of City Planner Specialist and Senior City Planner.