

SENIOR PLANNER

DEFINITION

Under general direction of the Planning Manager, administers and enforces the zoning ordinance and other development regulations of the City; processes routine and complex development permits and special projects. Presents staff recommendations to the City Council, Planning Commission or other public bodies; maintains and assists with updating the City's general plan and specific and neighborhood plans, as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the professional planning series. Incumbents provide lead direction for community planning activities or perform highly specialized and difficult planning functions. The work may include either advanced or current planning projects and requires considerable technical knowledge and independent judgment. This class is distinguished from Principal Planner in that the latter has full first level supervisory responsibility for a specified planning section.

SUPERVISION RECEIVED

General direction and supervision is provided by the Planning Manager.

SUPERVISION EXERCISED:

Provides direct and indirect supervision of professional, technical and clerical staff.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Assist in the development and implementation of department and division goals, objectives, policies and priorities and analyze their effectiveness.

Develop forms and procedures for processing applications for all types of zoning permits and other development processing activities.

Prepare and/or review reports and recommendations relating to all types of development processing applications and other activities, e.g., annexations, agricultural preserves, planned developments and general plan.

Present and justify departmental recommendations, reports, studies and analyses to the Planning Commission, City Council or other bodies.

ESSENTIAL DUTIES (continued)

Work with other governmental jurisdictions and citizens' groups as necessary.

Recommend and/or prepare revisions and additions to the zoning ordinance and other regulations, neighborhood plans, specific plans, and the general plan.

Conduct field enforcement of zoning regulations.

Prepare environmental assessments, negative declarations, and prepare and/or administer the preparation of environmental impact reports.

Respond to citizens' and developers' requests for information or complaints at the counter, over the telephone and in the field.

Train professional, technical and clerical staff.

As assigned, serve as Acting Planning Manager.

Research analyze and interpret social, economic, population and land use data and trends, prepare complex written reports and special studies on various planning matters and elements of the general plan.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of city, county and regional planning, zoning administration practices, site planning, architecture and landscape architecture.

State laws and municipal and county ordinances governing land use, zoning and subdivisions, environmental regulations, and redevelopment regulations.

General principles of effective organization, administration, and personnel management.

Ability to:

Plan, organize and coordinate the activities of zoning administration and complex planning projects and studies.

Establish and maintain effective working relationships with the public, developers, and other governmental officials.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to:

Work effectively with boards and commissions involved in zoning and planning activities.

Interpret and apply zoning regulations and planning concepts to unusual or difficult land use problems.

Prepare elementary graphics.

Prepare clear, concise, accurate reports.

Speak and write effectively

Read, interpret, and/or revise development plans and specifications.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: At least four (4) years of increasingly responsible experience in general planning or development processing work, with two (2) years of experience comparable to that of an Associate Planner.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in planning, landscape architecture, architecture, economics, geography, public policy, or related field. A Master's Degree and AICP accreditation are preferred.

Licenses and Certificates: Possession and maintenance of a Class C Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in

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SPECIAL REQUIREMENTS (continued)

person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

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Created: April 1983

Revised: February 2013

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt