

CITY PLANNER**DEFINITION**

Under administrative direction of the Public Works Director, plans, organizes, provides direction and oversight and personally performs duties related to a comprehensive program which includes current and advanced planning, housing studies, building inspection, code enforcement and special studies; provides expert professional assistance to the City Administrator, Public Works Director and others in areas of expertise, including maintaining architectural designs and standards; and performs related work as assigned.

CLASS CHARACTERISTICS

This single-position class serves as the City's professional expert on all matters related to all activities of the Planning function in the Public Works Department, including design review and coordination of City activities with those of County and regional agencies. The incumbent is expected to have a high degree of technical expertise and to exercise considerable independence, judgment and discretion while providing service to the community and coordinating work processes. This class is distinguished from Public Works Director in that the latter has overall management responsibility for all staff and activities of the Public Works Department, including infrastructure development and maintenance, planning and building.

EXAMPLES OF DUTIES (Illustrative Only)

- Oversees and participates in all City long- and short-range planning activities; directs modifications of the General Plan and ensures that residential, commercial, industrial and related development conform with the General Plan and City goals and objectives.
- Personally handles the more difficult, controversial or sensitive planning projects for the City.
- Provides direction and work assignment to City and contract staff; instructs staff in work procedures and reviews and evaluates work performed.
- Confers with and represents the division and the City in meetings with members of the City Council, Planning Commission, members of other boards and commissions, various governmental agencies, developers, contractors, business and industrial groups and the public.
- Provides staff assistance to and coordinates the activities of the Planning Commission; provides for the preparation of meeting agendas and attendant materials; attends meetings and gives professional assistance to the Commission.
- Administers CDBG and other grant programs; interprets regulations, administers agreements, reviews requests for payment, maintains required records and prepares reports; coordinates audits and monitoring activities.
- Coordinates and assists in the processing of planning applications, design review, requests for use and variance permits and other development permits or approvals; reviews plans and other information submitted.
- Collects and evaluates information related to the application process and recommends approval, disapproval, or alternative approaches; makes site inspections to ensure compliance with approved plans.

- Coordinates and performs evaluations and analyses pertaining to the elements of the General Plan, area plans, environmental assessment reports, implementation, and capital improvement plans, programs, and related municipal ordinances and policies.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Drafts recommendations for code and/or ordinance changes or standards.
- Maintains and directs the maintenance of working and official division files.
- Monitors changes in laws, regulations and technology that may affect office operations; implements policy and procedural changes as required.
- Coordinates, implements and administers the City's participation in regional programs such as the clean water and waste management programs.

QUALIFICATIONS

Knowledge of:

- Principles, practices and procedures related to the development and implementation of a comprehensive planning, housing, zoning, code compliance and building inspection program.
- Geographic, socio-economic, transportation, political and other elements related to the city planning process.
- Principles, practices and materials related to construction and development of residential and commercial development and remodeling.
- Basic principles of residential architectural styles and construction.
- Computer applications related to the work
- Applicable laws, codes and regulations.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for making effective public presentations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Basic supervisory principles and practices.

Skill in:

- Developing, planning, organizing, administering, coordinating, reviewing and evaluating a planning program for an established community.
- Providing expert professional and technical assistance to the City in areas of assignment.
- Planning and directing the work of professional and technical staff.
- Training staff in work procedures.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.

- Effectively representing the department and the City in meetings with governmental agencies, and various business, professional, educational and governmental organizations, developers, contractors, engineers, architects and the public.
- Overseeing and performing complex problem definition and resolution activities.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using sound, independent judgment within policy and procedural guidelines.
- Making effective presentations and representing the department and the City effectively with public and private organizations and the public.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from a four-year college or university with major coursework in city, regional or urban planning, or a closely related field, and three years of professional planning experience in a public agency setting. Possession of a Master's degree in an appropriate field and supervisory experience are desirable.

License and Certification:

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

Other Requirements:

Must be able to attend meetings and other activities outside of normal working hours.

Physical Demands:

Must possess mobility to work in a standard office setting, to inspect residential and commercial sites, and to operate a motor vehicle; vision to read printed materials, plans, specifications and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.