Bargaining Unit: FLSA:

Position Number:

MM Covered

ion Number: 6850

SENIOR PLANNER

DEFINITION

Under general direction, to perform the most complex professional City planning functions and assignments; to develop planning studies, environmental reviews, community design, and general plan preparation; to have responsibility for the development, coordination, and completion of assigned planning projects; to assist with planning policy formulation and implementation; to perform zoning administration and enforcement; to explain Planning and Zoning ordinances, regulations, and policies to the public; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the second advanced journey level in the professional Planner class series. Incumbents are expected to perform a broad range of the most complex planning and zoning administrative and enforcement assignments. Incumbents perform the full scope of current and advanced planning work, as well as have responsibility for the coordination and conduct of major planning studies. This class is distinguished from Associate Planner in that Senior Planners are expected to perform the most complex, specialized work, and may be assigned responsibility for the development, coordination, and completion of major planning studies and projects. It is distinguished from the next higher level of Principal Planner, in that Principal Planner provides direct Planning management assistance to the City Planner and has assigned responsibility for oversight of an assigned program area or function.

REPORTS TO

City Planner

CLASSIFICATIONS SUPERVISED

Incumbents may provide work direction and coordination for technical planning support staff and less experienced professional planning personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Performs a variety of difficult and complex professional planning work; has responsibility for the planning, development, coordination, and completion of major planning studies and projects; gathers data and information for planning studies and policy development; performs a variety of professional planning work including both current planning and preparation of general plan elements, as assigned; prepares project reports; conducts research and performs data analysis; processes applications for land use projects, such as special use permits, zoning changes, and site development; coordinates application reviews with other City departments, as necessary; perform projects related to annexations, consolidations, and district changes; performs zoning enforcement work, including the conduct of site inspections to ensure compliance with General Plan and Zoning Codes; develops and prepares environmental studies; conducts public presentations; participates in environmental review

SENIOR PLANNER - 2

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

of proposed land use projects; revises and updates planning ordinances and general plan elements; interprets use permits in accordance with applicable codes, ordinances, and regulations; performs reviews of site development plans; may prepare and present staff reports on items for elected or appointed boards and commissions which hear and act upon public planning issues and matters; prepares and assists with preparation of maps, graphs, and information summaries; receives and responds to zoning violation complaints; answers public inquiries regarding planning issues, permit procedures and requirements, and zoning.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; frequent contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

General theory, principles, and practices of land use planning and their application to a variety of planning problems.

Purposes and procedures of public planning agencies, boards, and governing bodies.

Laws, rules, regulations, and policies affecting land use and zoning.

Research methods and statistical analysis.

Environmental impacts of changes in land use.

Graphic illustration and presentation.

Computers and software used in professional planning work.

Principles of project development, scheduling, and coordination.

Design and site planning.

Ability to:

Perform the most complex professional planning studies, environmental reviews, and zoning enforcement.

Develop, coordinate, and conduct major planning studies and projects.

Provide guidance, training and direction for other professional planning and technical support staff.

Read and interpret laws, ordinances, general plan elements, environmental impact statements, and other documents related to community planning and land use.

Collect, compiles, and analyze technical, statistical, and other information related to public planning and land use.

Read and interpret maps.

Prepare a variety of planning and zoning reports.

SENIOR PLANNER - 3

DESIRABLE QUALIFICATIONS (continued)

Ability to: (continued)

Operate a computer and use appropriate software in the performance of professional planning work.

Make effective oral and written presentations.

Effectively represent the City Planning functions in responding to inquires, providing assistance, and dealing with public and community organization concerns about planning, land use, and zoning.

Establish and maintain cooperative working relationships.

Training and Experience:

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

Completion of requirements for a Bachelor's degree in planning, public administration, or a closely related field and four years experience in local/regional planning.

A Master's degree in planning or public administration is preferred and may be substituted for one year of planning experience.

Special Requirements:

Possession of a current and valid California Driver's License.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined by City Management.

APPROVED

hairperson, Personnel Board

DATE: April 10, 2000