

**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
SENIOR PLANNER**

GENERAL DUTIES:

Under the general supervision of the Planning Division Manager, performs high-level professional planning duties using independent judgment in making decisions. The Senior Planner may be assigned the full responsibility for particular projects, or phases of planning work, at all levels of the planning process. They will perform related duties and functions as required; such as project initiation, preparation, analysis, development, stake holder coordination, environmental review, presentations, implementation, and enforcement. In addition, they will supervise technical, professional, and administrative staff, and will act on behalf of the Planning Division Manager or Director of Community Development in their absence.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the city, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption on one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Accepts applications, prepares research documents, performs site inspections and prepares staff reports and recommendations for planning applications. Reviews and signs off construction plans for land development projects.

2. Reviews and signs off business licenses, home occupation permits, sign permits, demolition permits, and temporary use permits.
3. Facilitates the preparation of environmental documents and directs consultants in preparing environmental impact reports.
4. Supervises technical, administrative, and professional staff.
5. Negotiates and facilitates the preparation of development agreements, reimbursement agreements, economic incentives, and other related agreements as necessary.
6. Meets with and advises developers and the general public concerning the City's General Plan, Zoning Ordinance, development policies, codes, and other planning related policies.
7. Prepares maps, charts and other graphic materials for staff reports, public meetings, displays and other reference materials.
8. May facilitate zoning code enforcement work, including investigation of citizen complaints, field checks, issuance of correction notices and citations, and court appearances.
9. Presents staff reports at Planning Commission, City Council, and special study sessions as needed.
10. Participates in and facilitates training programs and other related work as required.
11. Prepares City procedures, policies, and ordinances.
12. Exercises independent initiative and responsibility for current and/or advanced planning programs and projects.
13. Represents the City on, or serves as staff to, various City, County, and regional committees and task forces.
14. Participates in Emergency Operation Center (EOC) and exercises and training.
15. Interprets codes and procedures in unusual situations without supervision, and issues minor permit approvals as a representative of the Planning Division Manager.
16. Manages the Planning Division in the absence of the Planning Division Manager.
17. Oversees the advance planning function of the department.
18. Prepares, signs, administers and supervises consultant contracts.

19. Performs related work as required.

REQUIRED KNOWLEDGE AND ABILITIES:

KNOWLEDGE: Knowledge of:

1. Customer service techniques.
2. Concepts, principles, and techniques of city and regional planning and zoning administration.
3. Research and statistical methods.
4. Principles and methods of work programming and scheduling.
5. Implications of economic, demographic and sociologic trends of land use and development on city and regional planning.
6. Management techniques.

ABILITIES: Ability to:

1. Apply concepts, principles and techniques of city and regional planning in complex situations with little or no supervision.
2. Perform research and analysis of complex statistical data.
3. Independently handle major planning projects.
4. Develop and write clear technical reports, including recommendations and alternatives.
5. Understand and explain laws, regulations, and technical reports to the public.
6. Communicate effectively and provide excellent customer service.
7. Establish and maintain good working relationships with co-workers, other departments, outside agencies and the public.
8. Supervise Planning Division staff.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor

2. LaserJet or ink jet printer
3. Telephone or headset
4. Copier
5. Calculator
6. 10-key adding machine
7. Facsimile machine
8. Optical character reader
9. Typewriter
10. Postage meter and scale
11. Lettering machine
12. Microfiche reader
13. Binding machine
14. Two-way radio
15. Polaroid or digital camera
16. Paper shredder
17. Paper cutter
18. Plans, maps and blueprints
19. Presentation equipment, microphones, easels, overhead projectors, etc.
20. Plan-copying machine
21. Cartography equipment
22. Specialized computer software
23. Automobile, utility truck or van

PHYSICAL DEMANDS:

Under typical office or field conditions, employee will perform the following physical activities which include handling files, books, binders, planning equipment, and boxes of work-related material:

1. Sitting, for very prolonged periods of time attending meetings or working at the computer.
2. Walking, during site visits, inspections, enforcement activities, etc.
3. Hiking, during site visits, when inspecting various properties throughout the city.
4. Standing, during Council meetings or other public presentations, for up to an hour.
5. Kneeling
6. Bending/stooping
7. Twisting
8. Reaching
9. Carrying
10. Pushing/pulling
11. Lifting up to 25 lbs.
12. Driving
13. Speed, in meeting deadlines and in using office equipment.

SENSORY DEMANDS:

Under typical office or field conditions, employee utilizes these senses while using a computer, typewriter, telephone, fax machine, copier, adding machine, postage meter, paper shredder, paper cutter, camera, microphone, overhead projector, easel, cartography equipment or when using an

automobile. All senses are used in the field during site visits, inspections and enforcement activities.

1. Seeing
2. Speaking/Hearing
3. Touching
4. Smelling

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, over 95% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, or typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, blueprints, ink pens, plan copier, copy machines, cartography or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions during site visits, inspections and enforcement activities, less than 5% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Flooring: Asphalt, grass, dirt, wood, carpeting, linoleum, tile, and uneven surfaces during site visits, inspections and enforcement activities.
4. Noise Level: Varying low to high equipment noise during site visits or inspections.
5. Lighting: Normal outdoor conditions, with some exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by vehicle.
7. Dust or Fumes: Normal to high outdoor levels associated with construction and inspection activities.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, radio, paper shredder, paper cutter, microphone, overhead projector, etc.

When traveling in the field, there is some exposure to mechanical hazards while utilizing a vehicle.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in the field, as well as in a typical office environment. Office exposure to fumes or gases may occur due to the use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Any combination of education and experience equivalent to: a Bachelor's degree in planning, public administration, business administration, landscape architecture, economics, or a related field along with work experience equivalent to three years as a Planner II with the City of Gilroy, or five years with another agency. A Masters Degree is preferred but not required.
2. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle (s).
3. Pass a post-offer medical examination which includes a drug test.
4. Pass a background check and Department of Justice criminal record check for employment.
5. Prefer non-tobacco user.