



Position Description

**SENIOR PLANNER**

**DEFINITION**

Performs difficult professional planning work and provides direction, coordination and supervision of planning studies in the areas of both current and long-range planning and economic development; assists the Director in the administration of zoning regulations and the planning and land use activities of San Bruno; and to do related work as required. This is a Fair Labor Standards Act (FLSA) exempt position.

**SUPERVISION RECEIVED**

Works under general direction of the Housing & Redevelopment Manager or designee.

**SUPERVISION EXERCISED**

None generally. May supervise other support staff, part-time or temporary employees or volunteers, as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)**

Assists the Director in the administration, review and revising of the zoning ordinance, general plan, and subdivision ordinance.

Plans, organizes, and implements activities related to land use and planning for the future development of the City, including population estimates and demographics, economic growth, land use, zoning, and social statistics.

Coordinates planning activities with other City departments and other planning agencies.

Supervises reports on requests for zoning changes, planned developments, subdivisions and other related planning matters.

Serves as technical advisor, including both verbal and written presentations, to the Planning Commission and Architectural Review Commission.

Represents the City concerning planning matters at neighborhood, community and regional organizations.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Theory, principles and practices of governmental planning and zoning; State and County laws and regulations relating to municipal planning, zoning and development; statistics and statistical analysis as applied to land use, transportation, zoning and master plan studies; principles and techniques involved in the development and maintenance of a comprehensive master City plan; principles of economic development; and current trends in federal, state and local planning.

### **Ability to:**

Collect and analyze complex data and formulate well-developed recommendations and alternative courses of action for difficult planning and land-use problems, including revisions in a municipal General Plan consistent with State Law and local needs; demonstrate sound professional judgment and logical reasoning while maintaining both creativity and pragmatism; establish and maintain cooperative and effective relationships with public and private officials and with members of the public; and speak clearly, forcefully, and effectively before professional, governmental, civic and business groups.

## **EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a major in planning or related field. At least four (4) years of increasingly responsible experience in public planning work. A Master's degree may substitute for one year of the required experience.

## **SPECIAL REQUIREMENTS**

Possession of and ability to maintain a valid California driver's license. American Institute of Certified Planners (AICP) designation is highly desirable.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spread sheet and data base applications; motor vehicle; calculator; phone; copy and fax machine; various graphic design tools.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand and sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, but can be moderately noisy at times, and is generally moderate in the field.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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