

CITY OF LOMA LINDA

SENIOR PLANNER

DEFINITION

Under limited supervision, performs professional planning in the development and conduct of community development projects; provides professional staff support in planning and related activities; provides lead supervision to Community Development staff; and performs other such duties as may be assigned.

CLASS CHARACTERISTICS

The Senior Planner classification is a single position class responsible for a variety of professional planning assignments. The classification is also responsible for providing lead supervision to department staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Receives inquiries on applications for zoning changes, conditional use permits or variance/plot plan approvals, and similar documents; evaluates issues and reviews documents for consistency of general plan and compliance with local ordinances and/or regional/state requirements; confers with the public including developers, builders, and architects in finding solutions to problematic planning requests.
2. Assists in the enforcement of zoning requirements and the correction of violations.
3. Collects, analyzes, and interprets data on social, economic, population, and land use trends; conducts environmental reviews; prepares staff reports and supporting charts, maps, and other visual aids; makes presentations of research and recommendations; assists in park and recreation planning, and park grants administration.
4. Researches, reviews, and drafts grant, contract, policy, and ordinance language; prepares reports for incorporation into municipal land use plans; makes recommendations on long-range goals and short-term objectives.
5. Directs the maintenance and correction of department maps and files.
6. Advises, and otherwise provides assistance to the Community Development Director, the Redevelopment Agency, other City personnel, and the public regarding planning related issues.

EXAMPLES OF DUTIES (Continued)

7. As designated representative of the department, represents the City in relations with the community, advisory committees, local, state and federal agencies, other community development departments, and professional organizations.
8. At the direction of the Community Development Director, assigns work and provides instruction to department staff.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Completion of a four-year college curriculum with major course work in planning or related field and four years of professional planning experience in a city or county planning agency including at least one year in a supervisory capacity. A master's degree is desirable and may be substituted for one year of professional experience. Experience and familiarity with development project processing, environmental reviews, specific plans, computerized permit tracking, computer operations experience, and AICP highly desirable.

Knowledge, Skills, and Abilities

Thorough Knowledge of the principles, objectives and procedures of modern municipal planning; techniques used in the development and maintenance of general plans.

Considerable Knowledge of state laws relating to sub-division, environmental review, annexation, and land use.

Ability to direct and coordinate the work of others involved in related activities; understand, apply, and explain related laws, policies, and procedures; work independently; organize and conduct research; collect and analyze data, generate and evaluate alternatives, and reach logical conclusions; compose clear and concise reports; prepare visual displays; meet the public in situations requiring diplomacy and tact; communicate effectively both orally and in writing; establish and maintain cooperative working relationships.

Special Requirements

Incumbents must successfully complete a one-year probationary period; must pass a medical examination at time of appointment; may be subject to a background check.