

**SENIOR PLANNER**  
**Code Number: 05053**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

**SUMMARY DESCRIPTION**

Under general direction, performs a full range of complex, responsible, and varied professional, programmatic, administrative, and technical work in support of various City current and long range planning programs and projects and in the implementation of the City's general plan as well as related policies and regulations; serves as project manager over assigned projects related to the development and implementation of land use and related City plans and policies including inter-departmental coordination, organizing and reviewing the work of professional, paraprofessional and technical staff in development or advance planning projects, and performing complex planning functions within the area of assignment; performs related duties as assigned.

This is a broad classification and individual duties will vary depending on area of assignment.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced class in the professional Planner series. Incumbents at this level independently perform the most difficult and responsible professional, analytical, programmatic, administrative and technical work. Incumbents serve as project manager for assigned major projects, which includes responsibility for conceiving planning projects, developing analysis and work methods, and may include reviewing the daily work of subordinate professional and technical staff. Assignments are typically received in broad, outline form, and incumbents are expected to act independently in developing applicable resources and information.

The Senior Planner class is distinguished from Associate Planner class in that incumbents in the Senior Planner class exercise a higher degree of independent judgment on diverse and specialized assignments and often have supervisory responsibilities. Incumbents in the Senior Planner class are assigned and expected to independently complete the most complex and difficult professional planning assignments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Represents the Planning Division of the Community Development Department at public meetings; presents planning and zoning matters to the City Council, Planning Commission, and citizen committees; •represents the Community Development Department and the City on various county, regional, and intergovernmental committees.
- Makes recommendations on development permits, special use permits, variance, tentative tract maps, residential planned development permits, hillside planned development permits, as well as other zoning applications.
- As project manager, coordinates planning activities with other City departments, outside agencies, the Planning Commission, and City Council.

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**Senior Planner (Continued)**

- As project manager, assumes responsibility for the evaluation, management and processing of various development projects including major subdivisions, residential planned developments, and commercial and industrial facilities from conceptual design to final occupancy.
- Advises and confers with builders, developers, engineers, contractors, architects, property owners, and the public concerning City development policies and procedures as well as interpretation and application of City planning policies and ordinances and conditions imposed on approved applications.
- Researches and prepares special reports and responds to referrals for the Planning Commission and City Council regarding land use, planning, housing, redevelopment, and community-wide issues.
- Advises and assists Planning Commissioners and City Council members with respect to community planning issues and problems, pending cases, and the application of established City policies and ordinances; serves as staff to Planning Commission and City Council committees; makes presentations at Planning Commission and City Council meetings.
- Serves as a team leader in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Maintains the City's General Plan; prepares and processes amendments to the General Plan's various elements.
- Reviews and processes Specific Plans and Master Plans for major land areas within the City.
- Prepares amendments to the City's Municipal Code including zone changes; processes changes through the Planning Commission and City Council public hearings.
- Provides technical and professional advice, as well as design architectural advice to project applicants and staff.
- Confers with division managers to review current and proposed projects, work schedules, and problems.
- Serves as project manager for redevelopment projects; manages all aspects of the redevelopment budget, including housing funds, for the management and negotiation of construction and rehabilitation projects; assists in evaluating potential projects for Agency and City participation; manages outside consultants and legal counsel; negotiates development agreements; implements all project development objectives including entitlements, design, financing, and construction; monitors and administers housing and redevelopment grant monies; drafts and reviews legal documents including subordination agreements, ownership participation agreements, dispositions and development agreements, Agency and City promissory notes, state and federal grand documents, insurance endorsements, and environmental assessments.
- Serves as planner in charge of the Environmental Services Section; ensures compliance with local, state, and federal environmental policies and regulations pertaining to land use and development; reviews and prepares categorical exemptions, negative declarations, environmental impact reports, and related CEQA documents; provides staff assistance to other City departments regarding environmental planning issues.

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- Prepares bids, specifications, and related documents for assigned projects; coordinates design elements; coordinates and monitors the construction of capital improvement projects.
- Coordinates and assists in the implementation of assigned programs such as the Commercial Rehabilitation Program; prepares administrative policies and procedures for assigned programs.
- May provide lead supervision and coordinate major elements of the City's current or advance planning programs; supervises special planning, zoning and environmental studies; prepares reports and findings.
- Provides supervision, trains and evaluates professional, technical and clerical staff ; plans, coordinates, reviews and participates in the work of professional and technical employees including staff involved in providing customer service, data collection, analyses, plan formulation, and implementation of a wide variety of planning and zoning activities; supervises assigned operations to achieve goals within available resources; reviews progress and directs changes as needed; personally performs the most complex and sensitive planning work.
- Performs related duties as required.

**DESIRED MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Objectives, principles, procedures, standards, practices, information sources, and trends in the field of urban planning.

Land use, site and architectural design, demographic, environmental and social/economic concepts as applied to municipal planning.

Research methods and statistical analysis techniques related to municipal planning.

Community trends and market analyses techniques.

Pertinent federal, state and local laws and regulations including the Subdivision Map Act and the California Environment Quality Act.

Terminology, symbols, methods and techniques used in planning and map drafting.

Local government organization and the functions and practices of a municipal planning unit and relationships among various local and governmental entities.

Negotiation and presentation principles and practices.

Supervisory principles and practices may be required for some positions.

Principles and practices of budget preparation and administration and grant application and administration principles and practices.

Modern office procedures, methods, and equipment including computers and various software packages.

Methods and techniques used in customer service and public relations.

**Ability to:**

Plan, organize, direct, coordinate, and evaluate significant current and/or advanced planning programs, projects, events, and/or technical area.

Perform a full range of complex and difficult professional analytical, programmatic and administrative duties involving the use of independent judgment and personal initiative.

Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

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Perform and coordinate technical current, advanced and project-planning activities including the collection, evaluation, analysis, and interpretation of varied information and data pertaining to complex issues.

Develop recommendations for problematic areas and implement and monitor changes.

Prepare clear and concise technical, administrative, and financial reports, documents, and correspondence.

Understand, properly interpret, apply, ensure compliance with, and make recommendations in accordance with pertinent federal, state, and local laws, regulations, policies and procedures including the Subdivision Map Act and the California Environment Quality Act.

Understand the organization and operation of the City, assigned program, and of outside agencies as necessary to assume assigned responsibilities.

Interpret maps, census data, site and building plans and specifications, graphs and other statistical data.

Direct the preparation of visual displays including maps, graphs, and statistical charts.

Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.

Identify and respond to community and organizational issues, concerns, and needs.

Coordinate multiple projects and meet critical deadlines.

Organize and prioritize timelines and project schedules in an effective and timely manner.

Plan, schedule, and review the work and performance of subordinates in a manner conducive to proficient performance and high morale may be required for some positions.

Participate in the preparation and administration of budgets.

Exercise sound independent judgment within established guidelines.

Operate and use modern office equipment including a computer and various software packages.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Represent the City effectively in meetings with commissions, community groups, governmental bodies, the media and the public.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Respond and perform assigned duties in the event of a City-declared emergency.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in urban planning or a closely related field.

**Experience:**

Five years of responsible professional level planning experience including two years at a level comparable to an Associate Planner with the City of Thousand Oaks.

**Licenses; Certificates; Special Requirements:**

A valid class C California driver's license.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS**

*The conditions herein 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 job functions.*

**Physical:** Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

**Environment:** Standard office setting; some positions may perform site visitations that involve physical activities such as climbing and/or hiking, exposure to outdoor weather conditions, and possible exposure to chemicals, fumes, dust, and air contaminants; interact with officials and the public.

*Johnson & Associates*

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.*