



City Planner

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction of the Director of Development Services, supervises and coordinates the administrative and program activities of the City's planning operations; serves as the Executive Secretary to the Planning Commission; ensures work quality and adherence to established policies and procedures; coordinates assigned activities with other divisions, outside agencies, and the general public; and provides highly responsible and complex staff assistance to the Director of Development Services.

IDENTIFYING CHARACTERISTICS

The City Planner is a single incumbent management level class with responsibility for developing and implementing planning policies and programs and for the management of the City's planning and planning related activities. The incumbent implements all aspects of the City General Plan and Zoning Ordinance and enforces and implements the Subdivision Map Act and the California Environmental Quality Act. Additionally, the incumbent is responsible for accomplishing the City's planning goals and objectives and for ensuring that these goals and objectives are provided to the community in an effective, cost efficient manner.

REPRESENTATIVE DUTIES

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.

1. Coordinates the organization, staffing, and operational activities for the City's planning operations including the Community Development Department's current and advanced planning functions.
2. Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
4. Directs, coordinates, and reviews the work plan for assigned services and activities; assigns work tasks, activities, and projects to staff; monitors work flow and work activities; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Selects, trains, motivates, and evaluates assigned staff; provides or coordinates staff

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training; works with employees to correct deficiencies; implements discipline and termination procedures.

6. Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
7. Analyzes planning and planning-related development projects; determines project priorities and scheduling; estimates and establishes guidelines for personnel, resources, and time required for planning project completion; monitors standards and schedules to ensure project completion concise written technical reports and correspondence including staff reports.
8. Ensures that development proposals conform to the City General Plan and other applicable plans and regulations.
9. Maintains and updates General Plan elements on a regular basis.
10. Oversees and participates in interpreting planning and planning-related ordinances and advises citizens.
11. Provides public relations concerning community issues; responds to and resolves citizen inquiries and complaints.
12. Oversees and participates in reviewing and making recommendations on zoning and permits; prepares and assists in the preparation of new or revised ordinances.
13. Ensures the proper administration and enforcement of the City's zoning and related codes.
14. Provides staff assistance to the Director of Community Development; completes special projects as assigned; prepares statistical analysis and reports and presents these analysis reports to the Community Development Director and Planning Commission.
15. Provides professional assistance on a variety of City matters to Planning Commission.
16. Assists property owners, developers, builders, attorneys, and special interest groups to process applications and meet planning requirements as necessary.
17. Performs code enforcement and prepares and administers grants.
18. Coordinates assigned activities with those of other divisions and outside agencies and organizations.
19. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of planning.
20. Performs related duties as required.

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:

1. Operations, services, and activities of a community planning and development program.
2. Advanced principles and practices of urban planning and land development methods.

3. Principles of municipal budget preparation and control.
4. Principles of supervision, training, and performance evaluation.
5. Development review procedures and requirements.
6. Recent developments, current literature, research methods, and sources of information related to municipal planning, urban growth, and development.
7. Methods and techniques of effective technical report preparation and presentation.
8. Methods and techniques of eliciting community participation in planning and development issues.
9. Modern office procedures, methods, and equipment including computers and supporting software applications.
10. Purposes, policies and procedures of the City's Planning Commission and City Council.
11. Architectural drawing and graphic illustrations.
12. Dispute resolution techniques related to City planning.
13. Research methods and sources of information related to urban growth and development.
14. Principles and procedures of record keeping.
15. Principles of business letter writing and report preparation.
16. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
17. Pertinent Federal, State, and local laws, codes, and regulations including land use, zoning, environmental, and subdivision laws, rules, and regulations as well as legal and practical applications.

Ability to:

1. Coordinate and direct current and advanced planning activities and operations.
2. Supervise, direct, and coordinate the work of lower level staff.
3. Select, supervise, train, and evaluate staff.
4. Recommend and implement goals, objectives, policies and procedures for providing wastewater treatment activities and operations.
5. Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
6. Understand, interpret, and apply general and specific administrative and departmental

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- policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
7. Participate in the preparation and administration of assigned budgets.
 8. Plan and organize work to meet changing priorities and deadlines.
 9. Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
 10. Work cooperatively with other departments, City officials, and outside agencies.
 11. Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
 12. Identify, coordinate, and resolve a wide variety of interests in the development of the land use policy.
 13. Ensure program compliance with federal, state, and local rules, laws, and regulations.
 14. Interpret, analyze, apply, implement, and explain pertinent federal, state, and local laws, codes, and regulations including City codes and departmental policies and administrative directives.
 15. Effectively present information and respond to questions from groups of managers, council members, committee and commission members, and the general public.
 16. Read, analyze, and interpret information from professional journals, technical procedures, or governmental regulations.
 17. Read, understand, and evaluate plans, maps, and blueprints.
 18. Interpret and explain City policies and procedures.
 19. Prepare clear and concise reports.
 20. Operate modern office equipment and computers including specialized computer applications.
 21. Communicate clearly and concisely, both orally and in writing.
 22. Establish and maintain effective working relationships with those contacted in the course of work.

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:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban or regional planning, geography, or related field.

Experience:

Four years of increasingly responsible, professional governmental planning experience including one year of administrative and/or lead supervisory experience.

License or Certificate:

Possession of, or ability to obtain by date of appointment, an appropriate driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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.

Environment:

Work is performed primarily in a standard office environment with some travel to different sites; occasionally works in outside weather conditions; incumbents may be required to work extended hours including evenings and weekends.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.