



# Senior Planner

Bargaining Group: Management  
Revised Date: February 2022

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## **DEFINITION**

To supervise and participate in professional advanced planning and redevelopment successor agency activities.

## **EQUIPMENT, METHODS & GUIDELINES**

Use Federal, State and local laws, policies, procedures and practices; various statistical data; knowledge of urban planning and housing principles and practices; knowledge of statutes related to general plans, zoning and land divisions, as well as applicable environmental laws and regulations. Uses City vehicles, telephones, FAX machines, PC terminal, printer, copier and various resource materials.

## **WORKING CONDITIONS**

Predominantly inside work. Conditions also involve some travel and frequent attendance at meetings, including many that are conducted during the evening.

## **PHYSICAL DEMANDS**

The work emphasizes speech, hearing, and vision (including that color vision necessary to accurately interpret visual displays).

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Planner.

Exercises direct and indirect supervision over professional and technical planning staff.

## **EXAMPLES OF DUTIES**

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

- Prepare amendments to the General Plan and Zoning Ordinance and complete other long-range planning tasks.
- Direct, coordinate, review and participate in the work of professional and technical employees in data collection, analysis, plan formulation, and implementation of a wide variety of planning, zoning, and environmental review activities.
- Serve as the staff liaison to the Architectural Review Commission, including scheduling, coordinating, and attending public hearings.
- Act as zoning administrator including scheduling, coordinating, and conducting public hearings as the presiding officer; render decisions on minor subdivision, land use permits, variances and signs.

- Project manage complex current planning development projects.
- Interpret the Municipal Code and advise the public of City policies and procedures.
- Participate in the selection of necessary City Planning consultants.
- Coordinate planning activities with other City Departments and outside agencies, as required.
- Supervise and manage junior staff, as directed by the City Planner.
- Manage the daily operation and oversight of the Planning Division public counter.
- Update the City website and related City portals, as necessary.
- Act as City Planner, as required.
- Perform other related duties, as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of comprehensive city planning.
- Recent developments, current literature, and informational sources in the field of planning and zoning.
- Research methods and techniques.
- State laws related to general plans, housing (i.e., objective design standards, density bonus, etc.) CEQA and related environmental matters, zoning, and land division.
- Microsoft Office Suite, including Outlook, Word, Excel and PowerPoint.
- Permitting software (e.g., Accela Automation or EnerGov Community Development)

### **Ability to:**

- Establish and maintain effective working relationships with the public and other City personnel.
- Communicate effectively, orally and in writing, including making professional and concise presentations before City Commissions and City Council.
- Prepare and analyze planning studies and communicate findings to these studies in an understandable manner.
- Manage consultants to ensure projects are completed and within budget.

- Learn how to use and implement electronic permitting software.

### **EXPERIENCE AND EDUCATION**

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Four years of responsible experience in the field of urban, city and environmental planning similar to that of an Associate Planner for the City of Pleasant Hill, including the City giving additional consideration to those with supervisory experience.

#### **Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban or regional planning or a related field considered useful in urban planning. The City will give additional consideration to those with a Master's degree and with the American Institute of Certified Planners (AICP) designation.

### **LICENSE OR CERTIFICATE**

Possession of, or ability to obtain, an appropriate California driver's license, and a satisfactory driving record.