



Job Code: 0280
FLSA: NE
Unit: PCEA
Revised:

SENIOR PLANNER

DEFINITION

Under general supervision, conducts varied planning activities in current and advance planning; reviews major and minor development proposals for compliance with the general plan, City policies and other regulations; performs administrative review and supervisory functions for the Planning Department; assists the Principal Planner in processing planning applications; and performs related work as required. Work in this class is distinguished from that of Associate Planners by the greater independence with which to operate and by the assumption of administrative and limited supervisory duties for the Planning Department.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the Principal Planner(s). Exercises limited supervisory responsibilities over Planning Department personnel, as directed by the Principal Planner(s) and the Director of Planning and Community Development.

TYPICAL DUTIES

1. Reviews assigned projects, and designs project methods and procedures; gathers, analyzes, and interprets data relating to local social, economic, population, housing, development, environmental, zoning, and land use issues; prepares comprehensive reports and recommends courses of action.
2. Provides advice and information to other planners, the general public, and developers regarding land use codes, regulations, and requirements; clarifies and ensures conformance to City codes and regulations; participates in or conducts conferences with developers and property owners, and resolves differences that may exist between them and the City.
3. Reviews, approves, and tracks certain administrative actions, including administrative design review, variance, and similar planning applications.
4. Assists the Principal Planner in the preparation of agendas, public hearing notices, and scheduling of planning applications.

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5. Prepares comprehensive written staff reports on assigned projects and recommends courses of action; conducts site visits and field investigations as required; makes oral presentations to City Council, City Commissions, and citizens groups.
6. Prepares long range plans, special reports, and studies, and correspondence as required; recommends changes to City codes, regulations, and policies.
7. Coordinates zoning/planning administration activities for the Principal Planner; Reviews zoning administrator staff reports; conducts public hearings and presents findings.
8. May coordinate the work of consultants engaged in supplementing staff studies and reviews.
9. Conducts site visits and field investigations as required.
10. May assist in preparation of department budget.
11. Acts as Zoning Administrator when designated by Principal Planner and Planning Director.
12. Substitutes for the Principal Planner as necessary.
13. Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Considerable knowledge of the principles and practices of urban planning or zoning.
2. Considerable knowledge of federal, state and local laws related to planning, zoning, and/or land use control.
3. Considerable knowledge of research methods employed in the collection, evaluation, and presentation of data.

Skill to:

1. Collect, analyze, and interpret data pertaining to planning and zoning situations.
2. Plan, organize, and conduct land related planning studies.
3. Apply urban planning and zoning principles and methods to local problems.
4. Communicate effectively, orally and in writing.
5. Review work of others and to supervise in a tactful, clear manner.
6. Handle assigned projects in a manner appropriate to a fully qualified professional planner.

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7. Establish and maintain effective working relationships with others and function in a team environment.

Experience and Education

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

Graduation from an accredited four-year college or university with major coursework in urban planning, architecture, public administration or a related field, and considerable experience (three to four years) in land use planning as an Associate Planner or equivalent position.

License:

Possession of, or ability to obtain prior to employment, a valid California driver's license and good driving record.