

**CITY OF ALBANY
POSITION DESCRIPTION**

SENIOR PLANNER

Definition:

To organize and process planning activities of the City of Albany, including current planning and advanced planning; to provide staff assistance to the Community Development Director, Planning & Zoning Commission, and City Council on planning actions and zoning applications and policies; and, to coordinate planning services with other departments.

Supervision Received and Exercised:

Receives general direction from the Community Development Director.

Exercises indirect supervision over professional, paraprofessional, technical, and support staff.

Example of Duties:

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

- ❖ Participate in planning, organizing, and coordinating the goals, objectives, policies, and procedures related to all planning activities in the City, both current and long-range.
- ❖ Act as Zoning Administrator and perform all duties required thereof by the Albany Municipal Code.
- ❖ Administer the General Plan, Zoning Ordinance, Subdivision Ordinance, and all other planning related ordinances and adopted policies.
- ❖ Administer the California Environmental Quality Act (CEQA).
- ❖ Supervise preparation of zoning and land use regulations, draft ordinance revisions, and General Plan elements or amendments.
- ❖ Organize and conduct planning studies and projects; prepare complex reports; initiate programs, surveys, and the compilation and interpretation of planning studies.
- ❖ Draft and interpret ordinances and regulations as they apply to planning applications.
- ❖ Review and process planning and related applications, permit requests and appeals submitted to the Department. Ensure these matters are presented in a timely manner, that a staff person is designated as project manager, and that interdepartmental review is properly coordinated.
- ❖ Confer with builders, engineers, contractors, attorneys, architects, and the public concerning Department procedures, interpretation, and application of City planning policies and ordinances, and conditions imposed on approved applications.
- ❖ Serve as technical advisor to other staff and the City Council on planning related matters.
- ❖ Respond to and resolve citizen inquiries and complaints.
- ❖ Supervise preparation and maintenance of planning records, maps, charts, and related materials.
- ❖ Act as staff to the Planning & Zoning Commission. Advise and assist the Commission and the City Council with respect to community planning issues and problems, pending cases, and the application of established City policies and ordinances.
- ❖ Meet with commissions and the public to discuss City planning policies, practices, and problems.
- ❖ Write and/or orally present reports to the City Council, Planning & Zoning Commission, various boards and commissions, and City staff on current and long-range planning.
- ❖ Prepare requests for proposals and bids; review bids and make recommendations.

- ❖ Coordinate planning activities with other City departments and outside agencies. Represent the City on regional boards and committees.
- ❖ Perform related duties as assigned.

Qualifications:

Knowledge of:

- Planning principles, practices, and procedures of city planning, including California planning law, general plans, zoning, subdivisions, the California Environmental Quality Act (CEQA), and related state, regional, and local laws.
- Environmental consideration in the design, location, and construction of planning and community development (including public works) projects.
- Sustainable planning practices and principles, including green building codes and materials.
- Research methods and sources of information related to urban growth and development.
- Understanding of principles of architecture, engineering, and urban design.
- Modern office practices, procedures, methods, and equipment.

Ability to:

- Ability to write clear concise staff reports that provide decision-makers with accurate technical information and thoughtful guidance on the options available to address potential issues.
- Make public presentations on land use issues.
- Implement the General Plan, Zoning Ordinance, and the California Environmental Quality Act (CEQA).
- Analyze, plan, coordinate, and direct the various technical aspects of city planning.
- Identify, coordinate, and resolve a wide variety of interests in the development of land use policy.
- Manage multiple priorities and conflicting assignments under significant time pressure.
- Establish and maintain effective working relationships with the public, the City Council, Commissioners, fellow employees, and other public and private agency officials.
- Schedule and program work, both on a short-term and long-term basis.
- Supervise, train, and evaluate staff. Delegate authority and responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Assist in the preparation and administration of a budget.

Experience and Education:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical background that would likely provide the required knowledge and abilities would consist of the following:

Experience: At least three years of applicable, progressively responsible experience with municipal land use planning in California.

Education: At least a Bachelor's Degree from an accredited college or university with major coursework in planning, architecture, engineering, law, public policy, or related field. A Master's Degree is preferred.

License: Possession of a valid California Driver's License.