



CITY OF ALBANY SENIOR PLANNER

Under direction, organizes and processes planning activities of the City, including current planning and advanced planning; provides staff assistance to the Community Development Director, Planning & Zoning Commission, and City Council on planning actions and zoning applications and policies; coordinates planning services with other departments; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Director. Exercises direct supervision over professional, paraprofessional, technical, and support staff.

Class Characteristics

This is the first level supervisory class within the professional Planner series. Positions in this class are responsible for the successful completion of assigned projects within the parameters of designated budget constraints, established timelines, allotted resources, and operational objectives and for providing true leadership to successfully maximize operational and administrative effectiveness, resource efficiency, and positive community relations. This position requires a high level of initiative, sound judgment, excellent communication, and strong management skills, an extensive professional background, and skills in coordinating work with other City departments, contractors, regulatory bodies, and other public agencies. This class is distinguished from the next lower level of Associate Planner in that the Senior Planner handles the most complex and sensitive work, managing ongoing projects and has full supervisory authority over lower level planners.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in planning, organizing, and coordinating the goals, objectives, policies, and procedures related to all planning activities in the City, both current and long-range.
- Acts as Zoning Administrator and performs all duties required thereof by the Albany Municipal Code.
- Administers the General Plan, Zoning Ordinance, Subdivision Ordinance, and all other planning related ordinances and adopted policies.
- Administers the California Environmental Quality Act (CEQA).
- Prepares zoning and land use regulations, draft ordinance revisions, and General Plan elements or amendments.
- Organizes and conducts planning studies and projects; prepares complex reports; initiates programs, surveys, and the compilation and interpretation of planning studies.
- Drafts and interprets ordinances and regulations as they apply to planning applications.
- Reviews and processes planning and related applications, permit requests, and appeals submitted to the Department.
- Confers with builders, engineers, contractors, attorneys, architects, and the public concerning Department procedures, interpretation, and the application of City planning policies and ordinances, and conditions imposed on approved applications.
- Serves as technical advisor to other staff and the City Council on planning related matters.
- Responds to and resolves citizen inquiries and complaints.
- Prepares and maintains planning records, maps, charts, and related materials.
- Acts as staff to the Planning & Zoning Commission; advises and assists the Commission and the City

Council with respect to community planning issues and problems, pending applications, and the application of established City policies and ordinances.

- Meets with commissions and the public to discuss City planning policies, practices, and problems.
- Writes and/or orally presents reports to the City Council, Planning & Zoning Commission, various boards and commissions, and City staff on current and long-range planning.
- Prepares requests for proposals and bids; reviews bids and make recommendations.
- Coordinates planning activities with other City departments and outside agencies; represents the City on regional boards and committees.
- Minimizes the use of scarce natural resources, minimizes toxic materials, minimizes carbon emissions, and promotes healthy behaviors and activities.
- Performs related duties as assigned.

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.
- Principles of architecture, engineering, and urban design.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- Write clear, concise staff reports that provide accurate technical information and thoughtful guidance on 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.
- Schedule and program work, both on a short-term and long-term basis.
- Supervise, train, and evaluate staff; delegate authority and responsibility.
- Assist in the preparation and administration of a budget.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

A Bachelor's Degree from an accredited college or university with major course work in planning, architecture, engineering, law, public policy, or a related field; a Master's degree is preferred. Three years of applicable, progressively responsible experience with municipal land use planning in California.

Licenses and Certifications

Valid California Driver's License.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.