

PROJECT PLANNER

DEFINITION

To perform a variety of highly responsible and complex duties in the field of current and advance planning; to assume a lead role over less experienced professional and technical staff; to provide information and assistance to developers and the public on complex planning related matters; and to perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel.

May exercise technical and functional supervision over professional, technical and/or administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Research, analyze and interpret social, economic, population and land use data and trends; collect, record and summarize statistical and demographic information; establish and maintain a comprehensive database.

Prepare written reports on various planning matters and elements of the General Plan; prepare initial studies and assist in preparing or reviewing environmental impact reports; compile information and make recommendations on special studies and prepare planning reports; prepare and review environmental analysis for projects and ensure compliance with Federal, State and local regulation and laws such as Environmental Impact Reports, Negative Declarations and Notice of Exemptions.

Prepare staff reports for the Planning Commission, various committees, advisory boards and the City Council as directed.

Review development proposals and applications for compliance with appropriate regulations and policies; prepare reports of recommendations.

Review, investigate and enforce zoning and sign regulations; prepare correspondence to applicants, violators and other agencies regarding compliance; check commercial, industrial and residential development plans for project approval; perform site reviews; confer with and advise architects, builders, attorneys, contractors and engineers; issue administrative permit.

Negotiate and develop binding contracts and development agreements regarding City development policies and standards; analyze and recommend long range comprehensive planning policy documents.

Provide direction to staff on policies and procedures; prepare and provide general planning presentations to outside groups such as schools and real estate groups.

Provide staff responses to outside groups such as schools and real estate groups and jurisdictions which may impact the City.

Research planning information and concepts, land use and legal issues relating to long range items and policy issues; answer questions and provides information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints concerning the City's planning function.

Participate in coordinating City planning activities with other departments and divisions.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge:

Advanced knowledge of the principles and practices of urban planning and development.

Site planning and architectural design.

Current literature, information sources, and research techniques in the field of urban planning.

Modern office methods, practices, procedures and computer equipment.

Principles and practices of technical and functional supervision and training.

Ability to:

Perform high level professional planning work independently with a minimum of supervision.

Interpret and apply a wide variety of Federal, State and local policies, procedures, laws and regulations.

Interpret and explain complex planning and zoning programs to the general public.

Manage multiple projects and deadlines.

Problem solve complex planning issues.

Negotiate and develop contracts and agreements.

Analyze and compile complex technical and statistical information and prepare reports.

Understand and carry out oral and written directions.

Provide technical and functional supervision to staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Education/Experience:

A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible planning experience.

AND

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in urban planning or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

08-25-12

09-19-01 Project Planner