



City of Laguna Niguel Job Description

SENIOR PLANNER

Middle Management, Professional, and Supervisory Unit
FLSA: Exempt

DEFINITION

Supervise, plan, and participate in the operations of a wide range of urban planning services; coordinate projects and ensure compliance with Federal, State and local regulations; provide complex staff assistance to the Planning Manager and Community Development Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Community Development Director or other Management staff.

Exercises direct supervision over Professional, Technical, and Clerical staff.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Participate in and coordinate a wide variety of planning services and activities; assign work activities, projects, and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods, and procedures.
- ◆ Analyze, develop, and present recommendations on complex planning, zoning, and development proposals; provide technical expertise in the formulation of recommendations and review of development applications.
- ◆ Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- ◆ Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- ◆ Recommend goals and objectives; assist in the development of policies and procedures.
- ◆ Evaluate operations and activities of assigned planning services; recommend improvements and modifications; prepare various reports on operations and activities.
- ◆ Present information and recommendations on projects and documents of a specialized nature in a variety of committee, board, and commission meetings.
- ◆ Participate in a variety of internal meetings to resolve Departmental and planning issues.
- ◆ Confer with engineers, developers, architects, a variety of agencies, and the general public in acquiring information and coordinating planning and zoning matters; provide information regarding City development requirements.
- ◆ Analyze the effects of new legislation dealing with land use, planning, or

environmental issues on City development plans, programs, and activities.

- ◆ Supervise and participate in the preparation and administration of various State and Federal grants; supervise the preparation of applications for City projects for all permits from other governmental agencies.
- ◆ Review and monitor the processing of all planning, zoning, and environmental permitting within the City.
- ◆ Supervise and participate in the preparation of environmental documents, including Notices of Exception, Initial Studies, Negative Declarations, and Environmental Impact Reports in accordance with the California Environmental Quality Act.
- ◆ Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of urban planning and community development.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Highly complex modern theories, principles, and practices of urban planning and development as applied to the preparation of designs, plans, specifications, and comprehensive urban plans.
- ◆ Principles and practices of supervision, training, and performance evaluation.
- ◆ Methods and techniques of effective technical report preparation and presentation.
- ◆ Recent developments, current literature, and sources of information related to municipal planning, urban growth and development, and program administration.
- ◆ Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

- ◆ Supervise, train, and evaluate assigned staff.
- ◆ Analyze and systematically compile technical and statistical information and prepare technical reports.
- ◆ Analyze site design, terrain constraints, circulations, land use compatibility, utilities, and other urban services.
- ◆ Research, analyze, and recommend modifications to existing plans.
- ◆ Interpret, apply, and ensure project compliance with Federal, State, and local rules, laws, and regulations particularly those pertaining to City planning codes.
- ◆ Administer the contracts of outside consultants and evaluate quality of work.
- ◆ Prepare and analyze technical and administrative reports, statements, and correspondence.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain cooperative working relationships with those contacted in the course of work, including City and other government officials, community groups, the general public, and media representatives.

Experience and Training:

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

Three years of increasingly responsible experience in professional urban planning, including some project lead supervisory responsibility.

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, public or business administration, or a related field.

Licenses:

Possession of, or ability to obtain, a valid California Driver's License.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand, sit, and walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, talk, or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles.

The noise level in the work environment is usually quiet in the office and moderate in the field.