

CITY OF COLTON SENIOR PLANNER

DEFINITION:

Under the direction of the Development Services Director, performs the full array of duties assigned to classes in the Planning series including a variety of supervisory, administrative and technical work in the current and long-range planning programs of the City related to the development and implementation of land use and related municipal plans and policies.

DISTINGUISHING CHARACTERISTICS:

The **Senior Planner** is a supervisory level class responsible for development and implementation of the City General Plan and land use. This classification is distinguished from the Planner classification by the responsibility for developing, implementing and accomplishing the City's planning goals and objectives, and for ensuring that these goals and objectives are provided to the community in an effective, cost-efficient manner.

SUPERVISION EXERCISED:

Exercise technical and functional supervision over lower level planning staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties including the Subdivision Map Act and California Environmental Quality Act, Title 18 and the City of Colton Municipal Zoning Ordinance and General Plan.
- Supervises lower level planning staff and advises on correct policies and procedures; evaluates the work of staff as needed; acts as a reference source pertaining to City General Plan goals and objectives and relevant State, Federal and local laws and ordinances.
- Gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups and the general public.
- Evaluates land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and makes recommendations; ensures compliance with applicable City, State or Federal laws.
- Responds to questions and concerns from the general public; provides information as is appropriate and resolves complaints.
- Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.
- Assists City staff in the enforcement of local ordinances and in interpreting City codes and master plans; assists in designs for parks, streetscapes, landscapes and other municipal projects.
- Reviews planning related reports and documents; provides plan checking services to businesses and the public on landscape and construction plans; writes grant application components relating to geography's, maps, plans, site plans, etc.

- Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups and the general public.
- Analyzes planning and planning-related development projects; ensures development proposals conform to City General Plan and other applicable plans and regulations; interprets planning and planning-related ordinances and advises citizens.
- Serves on a variety of committees for the City including Historic Preservation Committee, Planning Commission, attends Planning Commission meetings and represents the City on these committees.
- Provide staff support to the Planning Commission as needed and assigned.
- Performs other related duties as required.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer key board. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and counter service. Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. 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.

QUALIFICATIONS:**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Senior Planner. A typical way of obtaining the required qualifications is to possess the equivalent of four years of directly-related experience in professional governmental planning and a bachelor's degree in urban or regional planning, public administration or a closely related field.

License/Certificate:

Possession of a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS:**Knowledge of:**

Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement.

Extensive knowledge of planning programs and processes.

Working knowledge of personal computers and GIS applications.

Ability to:

Communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public.

Establish effective working relationships.

Courteously respond to organizational issues, concerns, and needs.

Analyze complex planning issues and develop solutions.

Prepare clear and concise reports.

Apply applicable laws, codes, and regulations.

Skill to:

Effectively operate a motor vehicle on City streets.

APPROVED BY COUNCIL: