

DEFINITION:

Under general direction, engages in a wide variety highly responsible professional level work in planning and redevelopment projects and is involved in report and proposal writing, liaison work, administration, and public presentation of information.

DISTINGUISHING CHARACTERISTICS:

This is the experienced classification in the professional planning series having responsibility for a broad range of difficult and specialized planning and redevelopment functions or supervision of projects. May act as lead staff member on assigned projects.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

1. Conduct research and analysis and prepare studies.

Measures: Research, analysis and report preparation are within established guidelines and deadlines.

3. Prepare reports, correspondence, exhibits and presentations on assigned projects.

Measures: Reports and recommendations are complete, accurate and within established guidelines and timelines, and within budget.

4. Prepare environmental impact reports.

Measures: Prepare Environmental Impact Reports within established deadlines and meets CEQA requirements.

5. Analyze and compile technical and statistical data for report and presentation purposes.

Measures: Researches and prepares reports within established guidelines, identifies issues and alternatives.

6. Review subdivision applications and major parts of General Plan amendments.

Measures: Completed in a timely manner.

7. Serve as liaison to State and Federal agencies for City projects.

Measures: Act as liaison to State and Federal Agencies on specific planning projects

8. Develop grant proposals.

Measures: Prepare grant proposals and submit before deadlines. Implements approvals.

9. Write Requests for Proposals.

Measures: Completed within established guidelines.

10. Review proposals and recommendations on consultant selection.

Measures: Review proposals and recommend for selection the consultants with the best proposals.

11. Administer and manage certain City or Redevelopment Agency development projects.

Measures: Effectively enforce City Codes, coordinates project approvals, develops budget, and presents project to Agency or City Council.

12. Draft and rewrite City Ordinances.

Measures: Meets established deadlines, meets any State statutes, anticipates issues or problems.

13. Supervise technical support staff in preparation of maps and exhibits, Assistant Planners, and Interns as assigned.

Measures: Preparation of maps and exhibits are completed within established deadlines. Work schedules are met, employee evaluations are prepared, and employees are trained to advance.

14. Prepare and make public presentations on planning and redevelopment issues.

Measures: Effectively communicates the Planning Division's prospective on planning projects and issues both orally and in writing. Information is concise, accurate, and succinct.

15. Answer inquiries from the general public at the front counter and on the telephone.

Measures: Acts as an informed, courteous and tactful Division Representative.

16. Assist the public in site development and interpretation of City Ordinances.

Measures: Acts as an informed, courteous, and tactful Division Representative.

17. Draft contracts, contract proposals, leases and other agreements.

Measures: Prepare Requests for Proposals within established deadlines. Review proposals and recommend for selection the consultants with the best proposals. Prepare contract proposals and contracts within established deadlines.

18. Conduct field investigations and prepare recommendations.

Measures: Inspection and preparation of reports are completed within established guidelines.

19. Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles, objectives, and procedures of municipal planning and development controls; professional standards, methods, and techniques regarding land use and city zoning laws; and methods used to develop recommendations of land use, physical design and its affects on economic/social/environmental quality of life; all applicable laws, codes, and regulations; and methods of research and analysis relating to planning or redevelopment.

Ability to:

Interact effectively with the public and employees. Collect, organize, and analyze data and to communicate this data orally and in writing to the appropriate staff, agency, or the general public; accurately interpret laws, regulations, map sites, building plans, and specifications; make public presentations; coordinate and work within multi-disciplined teams, or committees toward successful development of community plans and projects; and use a computer and software.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a Bachelor's Degree from an accredited college, university, or equivalent, with major course work in public administration, planning, social sciences, or other related field.

Experience:

Typical experience would include three years of relevant professional experience in planning, redevelopment or economical development, or a related field. A graduate degree in Planning, or a related field may be substituted for one year of professional experience.

Special Requirements:

Possession of a California drivers license or the ability to acquire one within ten days of appointment.