

City of Scotts Valley

***CLASS SPECIFICATION
SENIOR PLANNER***

JOB PURPOSE

Under direction, to perform comprehensive, professional planning duties; to review development proposals for consistency with City Codes; to do research and prepare reports for the Planning Commission and City Council; to provide consultation to other Planning staff members; to explain and interpret Planning Ordinances, policies and philosophies to developers, the public, the boards and commissions of the City; to do related work as required; act as Planning Department representative before public or private groups.

EXAMPLES OF DUTIES

Essential Duties:

- ~ Prepare annual General Plan Amendment hearing schedule;
- ~ Prepare background, schedule, notices and environmental review for General Plan Amendment hearings;
- ~ Coordinate projects with other departments, including Public Works/Engineering, Police and Fire District;
- ~ Review and update the Zoning Ordinance;
- ~ Prepare long-range studies on economic trends, technological changes, and other research on changes affecting the planning of the City;
- ~ Maintain inventories of areas available for development/redevelopment within the City;
- ~ Assist with application and administration of the Redevelopment Agency;
- ~ Prepare specific plans;
- ~ Provide detailed analysis for projects that require experienced planning expertise;
- ~ Prepare staff reports for Planning Commission, City Council or other meetings and make oral presentations at public meetings;
- ~ Process major development projects;
- ~ Conduct special research projects;
- ~ Provide computer program analysis of impacts of development, including physical and economic factors based on computer entry data base;
- ~ Develop procedures to streamline and clarify application processing;

Marginal Duties:

- ~ Represent the Planning Department at public or other meetings;
- ~ Provide other assistance to the Planning Director as required.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Minimum qualifications include graduation from an accredited college in Planning or a related field, plus five years of experience in municipal Planning, preferable in a California city; possession of a valid California Motor Vehicle Operators License.

Ability to: write clear, concise reports; exercise good judgment and tact; learn new techniques and the use of equipment, such as computer hardware and software; read, comprehend and analyze complex documents; follow oral and written instructions; collect, assemble, analyze, interpret and apply data to various Planning projects; prepare statistical or other information and present technical reports; make effective public presentations by clearly communicating ideas and information; establish and maintain effective working relations with the public, City staff, City Council and other Boards and Commissions; work independently and meet established deadlines; reason logically and arrive at sound planning recommendations.

Knowledge of: Federal, State and local planning requirements; California General Plan, California Environmental Quality Act and municipal requirements and guidelines; statistical research, techniques and procedures; principles and practices of governmental planning and zoning administration and their sociological implications; techniques for clearly communicating information; methods of information gathering; evaluating and presenting information; proper English grammar and use.

CITY COUNCIL APPROVAL DATE: May 1, 1991