

DEFINITION:

Under general direction, performs a wide variety of duties related to professional, current and advanced planning, development projects, and community projects.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification may serve as a lead staff member or provide direct supervision on assigned advanced planning and development 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. Manage, plan and administer related programs and projects.

Measure: Work is always performed in a professional manner.

2. Perform research and zoning studies; provide appropriate supervision and direction to subordinates; assemble data for report preparation; write staff reports and recommendations on the more complex projects for the City Council and the Commissions; prepare environmental impact reports; as assigned, research and write special reports.

Measures: Research and review is extremely thorough to provide clear, concise, and accurate data for the variety of studies, reports, proposals, and recommendations which are prepared for Departmental use, Commissions, and/or City Council approval.

3. Responding to questions relating to zoning, general plan, flood plain, zoning regulation violations, environmental regulations, City development projects, and community projects.

Measures: Communication with City staff and the general public is handled in a cordial and cooperative manner. Acts as an informed, professional, courteous and tactful representative of the City.

4. Prepare reports and recommendations to City Commissions and City Council.

Measures: Research and review is extremely thorough to provide clear, concise, and accurate data for the variety of studies, reports, proposals, and recommendations which are prepared for Departmental use, Commissions and/or City Council approval.

5. Perform planning and development work for specific public projects.

Measures: Project planning and development for specific public projects is appropriately accomplished and projects move forward in accordance with assigned and agreed to timetables.

6. Prepare and make public presentations.

Measures: Effectively communicates the Department and City position on planning and development projects or issues, both orally and in writing. Information is concise, accurate and succinct.

7. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principals, objectives, and procedures of municipal planning and development controls; land use laws; statistical applications and research and analysis methods used in planning and development; General Plan guidelines; California Environmental Quality Act; land use case law; financing techniques and opportunities; project management tools and methods; and proper planning for a community.

Ability to:

Interact effectively with the public and employees. Demonstrate effective oral and written communication skills; use of statistical methods; effectively develop local, State and Federal grant proposals; carry out local projects; and interpret engineering reports.

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 City and Regional Planning, or a related field.

Experience:

Typical experience would include five years of progressively responsible relevant professional experience and supervisory experience; good track record of planning and implementing improvement projects.