



## City of Larkspur SENIOR PLANNER

### **DEFINITION**

Under general direction, the Senior Planner performs professional planning duties in the fields of long-range planning, current planning, building permitting including a variety of diverse professional planning assignments; oversees technical reviews and evaluations of land use and permit applications, handles the most complex customer service issues, environmental impact documents, and construction projects and provides supervision or lead direction to professional and support staff as needed; ensures compliance with all aspects of the City General Plan and related ordinances and laws; and performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level in professional Planner series. Incumbents in this class serve as the department Director in their absence, and are typically assigned the most difficult and complex planning projects with great latitude for initiative and independent judgment. This class differs from the next lower level of Associate Planner in its assignment to manage the large and complex planning projects and/or studies of considerable difficulty and in its supervisory and/or lead direction to support and professional staff members in the course of the City's daily operations.

### **SUPERVISION RECEIVED AND EXERCISED**

Supervision is provided by the Building and Planning Director. The incumbent also provides lead direction or supervision to lower level professional and support staff as needed.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *(include but are not limited to the following)*

- Review building permit application packets and related reports and documents; provide simple plan checking services to businesses and the public on landscape and construction plans; ensure compliance with the City's General Plan.
- Analyze planning and planning-related development projects and assign to appropriate planning staff; personally or through other planning staff, ensure development proposals conform to City General Plan and other applicable plans and regulations; interpret planning and planning-related ordinance and advise citizens.
- Make continuing personal contacts with civic and business organizations and the general public in the explanation and interpretation of laws, ordinances, policies, rules and regulations relating to city planning activities; interprets and explains zoning ordinances and other city planning problems to the public.
- Prepare, check and review important technical records involving the master plan, capital improvement program, urban renewal, zoning and other technical city planning records.
- Gather, interpret, and prepare data for permit application review process, studies, reports and recommendations; coordinate department activities with other City departments and agencies as needed.
- Provide technical and professional advice; make presentations to city council, committees, civic groups and the general public; respond to questions and concerns from the general public; provide information as is appropriate and resolve complaints.

- Provides staff support as assigned for the City of Larkspur's Historic Preservation Committee, Planning Commission, and City Council; takes notes and prepares summary reports.
- Represent the City in collaborative activities with other agencies, business interests, or citizen groups; represents the City if assigned in formal dispute resolution processes.
- Perform field investigations and write reports on specifically assigned problems in the field of zoning, subdivisions, park and recreation areas, population movement and traffic, code enforcement and other land use studies.
- Perform research and analysis of economic and sociological problems as a basis for preparation of the master plan, urban renewal and capital improvement program; answers inquiries pertaining to zoning, urban renewal, street location and other city planning and related problems.
- Monitor trends in current and long range planning, community needs and other factors in city planning; ensure that planning staff are kept current, and that operational practices meet best practices standards
- Respond to and resolve difficult and sensitive citizen inquiries and complaints
- Participate in departmental budget development and tracking; formulate and implement departmental operational policies and procedures
- Negotiate, implement and oversee contracts for consultants, equipment, services and supplies as assigned
- Perform related duties and responsibilities as required.

## **REQUIREMENTS**

### **Knowledge 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 Larkspur Municipal Zoning Ordinance.
- Principles and practices of urban planning including current and long range planning programs and processes.
- Zoning laws and comprehensive plans including their formation, process of adoption, and enforcement.
- Statistical and research methods and the sources of information and data relating to city and regional growth.
- Urban design, park and recreational area design, land subdivision, zoning and of legal descriptions and federal, state and local laws as they relate to city planning.
- Current professional best practices in the city planning and of methods for operating appropriate current and long range planning.
- Principles and practices of supervisory techniques.
- Correct business English, including spelling, grammar and punctuation.
- Standard office practices and procedures, including records management and the operations of standard office equipment.
- May require knowledge of the principles and practices of drafting and mapping.

### **Skill in**

- Collecting, analyzing and interpreting data pertaining to planning and zoning situations.
- Speaking effectively and write technical reports; supervising the work of subordinate employees.

- Dealing tactfully and effectively with the general public, governmental officials, professional and technical persons and employees.
- Communicating effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public.
- Proficiency in the use of Microsoft Office suite; competence with databases, computer class registration and desktop publishing software.
- Proficiency in website design and maintenance for public information and access.
- Understanding and applying policies and procedures, and adhering to City standards and objectives.
- Ability to establish effective working relationships.

**EDUCATION AND/OR EXPERIENCE**

Sufficient experience and education related to recreation program development and management to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

- Possession of a Bachelor’s degree or equivalent in urban or regional planning or a related field.
- At least four years of increasingly responsible and directly related experience in urban or regional planning or a related field.

In addition, qualified candidates must:

- Be willing and able to work occasional evenings, weekends and holidays as needed for special events and programs.

**PHYSICAL WORKING CONDITIONS**

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.

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The employee will occasionally be required to climb or balance or crawl. While performing the duties of this job, the employee is regularly exposed to video display terminals. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Acute hearing is required when providing phone and personal service. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds. The employee is periodically exposed to outdoor weather conditions. The employee is occasionally exposed to moving mechanical parts and occasionally works with use of a City vehicle. The noise level in the work environment is occasionally loud.

**OTHER:**

*FLSA Status: Exempt, Administrative*  
*Bargaining Unit: Unrepresented Management*  
*Approved by: City Council*  
*Date: December 17, 2014*