



## CITY OF CAMARILLO

<b>Senior Planner</b>	<b>Job Code: 703</b> <b>FLSA: Exempt</b>
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Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

### **SUMMARY DESCRIPTION**

Performs a variety of advanced level professional duties and responsibilities in support of assigned City planning unit or functional area; plans coordinates, and manages multiple complex projects in the area(s) of assignment; and provides responsible staff assistance to the Assistant Director, Community Development and the Director, Community Development.

This is the advanced journey level class in the professional planning series. Positions assigned to this class can be distinguished from lower level planning classes by performance of the more complex planning tasks requiring a high degree of knowledge related to various areas of current and advanced planning including serving as project manager on multiple difficult projects. Positions at this level are typically assigned responsibility of an assigned program or functional area.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Performs complex and sensitive duties related to area of assignment including planning, coordination, and review of project activities related to assigned program or functional area; manages multiple project schedules; expedites and tracks progress; provides status updates to management, other departments, and outside organizations on projects.
2. Plans, organizes, and conducts complex research studies; performs data collection; prepares complex reports and analysis; coordinates work of consultants preparing reports; prepares and provides program area recommendations.
3. Prepares and presents complex staff reports, formal presentations, and recommendations at community meetings, advisory boards, and public hearings including to the City Council, Planning Commission, Community Development Commission, regulatory agencies, local committees, and neighborhood groups.
4. Manages and administers consultant contracts; develops and negotiates scope of work; establishes timeframes; ensures adequate funding; prepares contracts; provides direction to consultant; reviews technical studies and environmental documents prepared by consultants to ensure accuracy, completion in a timely manner, and compliance with reporting requirements.
5. Coordinates and assists in the development and implementation of policies, procedures, and guidelines related to assigned program area; reviews reports, data, and correspondence for compliance with City, regional, state, and federal policies and guidelines; recommends policy and procedural changes.
6. Prepares and participates in the preparation of new or revised City ordinances and policies; researches ordinances and policies in other jurisdictions; proposes and outlines alternatives and options available to the City.
7. Participates in the preparation of the Department's annual budget; forecasts funds needed in area of assignment; monitors expenditures of assigned funds; implements budgetary adjustments as appropriate and necessary.

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8. Identifies funding resources and completes grant applications to assist in the implementation of the assigned activities.
9. Serves as technical resource and provides support to City departments, City staff, and outside agencies related to assigned program area; provides information and assistance to developers, architects, engineers, property owners, the public, other departments, and outside agencies regarding laws, regulations, standards, policies, and procedures related to the submission of plans, processing of applications, and implementation requirements; investigates and responds to complaints.
10. Resolves discrepancies or procedural problems and responds to program administration and/or delivery questions; confers with and advises staff and internal and external customers by providing advice, problem solving assistance, answers to questions, and interpretation of program goals and policy.
11. Monitors and ensures City compliance with local, state, and federal laws, guidelines, and standards governing planning and related activities.
12. Coordinates with local, state, federal, and private institutions regarding program area of assignment.
13. Advises developers regarding development applications and process; interprets and explains ordinances, regulations, and policies regarding development practices; provides suggestions for improved designs for developments; prepares applications for review by the Planning Commission including preparation of staff reports, conditions, and environmental review.
14. Performs field and site surveys and inspections; monitors the development and reconstruction of buildings and facilities.
15. Maintains current knowledge of new trends and innovations in the fields related to area of assignment; monitors legislation, court rulings, and professional practices and techniques; evaluates their impact on City operations and recommends policy and procedural improvements; attends and participates in professional group meetings; participates in professional development activities; reads publications relevant to area of assignment.
16. As assigned, provides outreach, education, monitoring, and contact with persons, non-profits, private developers, and housing agencies regarding affordable housing; prepares housing affordability agreements; coordinates with developers, homebuyers, and lenders to implement housing programs; reviews loan programs and notifies lenders if loan product is not appropriate.
17. As assigned, manages contracts for Community Development Block Grant programs and the inclusionary housing programs; coordinates with non-profits, developers, government officials, realtors, lenders, and citizens.
18. As assigned, assists in redevelopment activities including in project design and development activities; assists in the planning, preparation, and execution of special City sponsored events including completion celebrations.
19. As assigned, implements special projects including unique and complex projects such as public art, public building, and park design projects; develops special arts projects including development of concept, initial design, preparation of working drawings, procurement, selection, and management of private contractors for fabrication and execution of art pieces, and conduct of final review and approval.
20. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operations, services, and activities of a community planning and development program.  
Theory, principles and practices of urban planning, community development, and revitalization.

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Advanced principles, practices, and techniques of current and advanced planning including land use, environmental policy analysis, municipal service delivery, physical design, landscape architecture, demographics, and economic and social concepts as applied to municipal planning.

Organization and functions of various agencies involved in the planning processes.

Basic principles and practices of budget preparation and administration.

Basic principles of supervision and training.

Project management principles and practices.

Principles and practices used in building, architecture, and engineering.

Development review procedures and requirements.

Site planning and architectural design principles.

Pertinent federal, state, and local laws, codes, and regulations including laws underlying general plans, zoning and land divisions, and applicable environmental laws and regulations.

Recent developments, current literature, research methods, and sources of information related to municipal planning, urban growth, and development.

Methods and techniques of effective technical report preparation and presentation.

Statistical methods and research techniques applicable to the preparation of municipal planning studies.

Methods and techniques of eliciting community participation in planning and development issues.

Customer service techniques, practices, and principles.

Modern office procedures, methods, and equipment including computers and supporting software applications.

**Ability to:**

Independently perform advanced professional level planning duties in the development, implementation, and modification of City plans and regulations.

Apply policies, procedures, and standards pertaining to the municipal planning process.

Provide supervision and training to assigned contractors.

Serve as project manager on multiple projects.

Prioritize multiple projects.

Staff and manage assigned commissions and committees.

Interpret, analyze, apply, implement, and explain pertinent federal, state, and local laws, codes, and regulations including City codes and departmental policies and administrative directives.

Interpret planning programs to the general public.

Analyze projects and potential projects for consistency with planning regulations, general planning principles, and architectural quality.

Analyze site design, terrain constraints, circulation, land use compatibility, utilities, and other urban services.

Ensure project compliance with state, federal, and local rules, laws, and regulations.

Participate in coordinating necessary communication between staff, developers, and other agencies.

Understand, evaluate, and interpret complex technical engineering, architectural, structural, landscape, and topographical plans, maps, and related documents.

Prepare and analyze technical and administrative reports, statements, and correspondence.

Present technical data in verbal, written, graphic, and map form to City management staff, citizen groups, and variety of boards and commissions.

Develop recommendations regarding the use of property.

Process development applications and coordinate necessary communication between staff, developer, and other agencies.

Read, analyze, and interpret information from professional journals, technical procedures, or governmental regulations.

Effectively present information and respond to questions from groups of managers, council members, committee and commission members, and the general public.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Deal constructively with conflict and develop effective solutions.

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Operate modern office equipment and computers including specialized computer applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective professional working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in urban or regional planning, environmental design, architecture or a related field. A Master's degree is desirable.

**Experience:**

Four years of increasingly responsible professional planning experience in local government including some project management experience.

**License or Certificate:**

Possession of a valid California driver's license at a level appropriate to the equipment operated.

Possession of certification as a Certified Planner from the American Institute of Certified Planners is highly desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office environment with some travel to different sites; occasionally works in outside weather conditions; incumbents may be required to work extended hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to operate a vehicle to travel from site to site; and to verbally communicate to exchange information.

April, 2008  
Johnson & Associates

Amended: July, 2015