

CITY OF BRISBANE

SENIOR PLANNER

Definition

Under direction of the Community Development Director, administers current planning activities, including the zoning and subdivision ordinances for the City; provides information and assistance to property owners, developers, contractors and the public; provides professional assistance to the Community Development Director, the City Council and Planning Commission and others in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

Class Characteristics

The Senior Planner is the advanced journey-level in this professional planning series with responsibilities spanning the entire spectrum of the planning function, but with a primary emphasis on current planning and issues in a developing City. Successful performance of the work requires an extensive professional background as well as skills in coordinating work with those of other City departments and public agencies. This class is distinguished from Principal Planner in that the latter is responsible for more complex projects and exercises a higher degree of independent judgment in day-to-day activities.

Examples of Duties (Illustrative Only)

- Reviews applications for residential, commercial and industrial development; evaluates alternatives and conformance with City policies, ordinances, the General Plan and state and federal laws; prepares and presents staff reports to the Planning Commission and City Council regarding such applications.
- Reviews applications for zoning variances, business licenses and other occupancies for conformance to applicable ordinances and policies.
- Confers with and provides information to property owners, contractors, developers, engineers, architects and the public regarding conformance to standards, plans, specifications and codes; explains codes, requirements and procedures and evaluates alternatives.
- Coordinates the development application process and other current planning activities with those of other City departments, outside consultants and regulatory agencies; may administer consultant contracts.
- Participates in City long- and short-range planning activities; prepares modifications to specific General Plan elements; conducts a variety of special studies, evaluates alternatives, makes recommendations for actions, and prepares narrative and statistical reports.
- Directs the work of support staff on a project or day-to-day basis; trains staff in work procedures; provides information into selection and performance evaluation processes.
- Prepares a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Maintains accurate records and files.
- Reviews planning documents submitted by other agencies; monitors changes in laws, regulations and technology that may affect office operations; recommends policy and procedural changes as required.

Qualifications

Knowledge of:

- Principles, practices and procedures related to City and regional planning, particularly as related to the current planning and development process.
- Geographic, socio-economic, transportation, political and other elements related to city planning.

- Concepts of municipal zoning, building and other municipal codes.
- Computer applications related to the work, including basic GIS concepts and applications.
- Applicable laws, codes and regulations.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations and with property owners, developers, contractors and the public.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Basic supervisory principles and practices.

Skill in:

- Administering current planning, zoning conformance and business application programs in an independent and cooperative manner.
- Conducting complex research projects, evaluating alternatives, making sound recommendations and preparing effective technical staff reports.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the City in meetings with governmental agencies, community groups and various business, professional, and regulatory organizations and in meetings with individuals.
- Directing and reviewing the work of support staff on a project or day-to-day basis.
- Training staff in work procedures.
- Preparing clear and concise reports, correspondence, policies, procedures and other written and graphic materials.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Making effective public presentations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from a four year college or university with major course work in community or urban development, planning, architecture, engineering or a field related to the work and four years of professional experience in planning, zoning and related community development activities. Possession of an advanced degree is desirable.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting, to inspect City development sites, to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

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Resolution: 2001-11

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Resolution: 2014-22

Bargaining Unit: Mid-Management/Professional Group
Resolution: 2001-40

Former Titles:

Abolished: