



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

SENIOR PLANNER

DEFINITION

Under general direction of the Economic and Community Development Director, performs advanced journey level planning work of substantial professional difficulty. This position is responsible for taking a lead role in the review and analysis of new development projects. The Senior Planner also prepares long-range studies involving the collection, analysis, interpretation, and presentation of technical data. Positions in this class require substantial professional planning experience and involves technical supervision of work performed by other planners.

EXAMPLES OF DUTIES

- Prepares periodic amendments and updates to the General Plan and Zoning Code in conformance with State law.
- Drafts contracts for consulting services, prepares technical reports in cooperation with consultants, monitors consultants work for compliance with work program, reviews invoices for payment.
- Reviews development plans for conformance with the General Plan and Zoning Code; reviews site plans and architectural designs for quality; prepares comprehensive written staff reports on developments and recommends courses of action; makes oral presentations to the Planning Commission and City Council.
- Researches, analyzes, and interprets social, economic, population, and land use data and trends, prepares complex written reports and special studies on various planning matters.
- Coordinates with other governmental jurisdictions, agencies, and citizens' groups.
- Provides professional training to technical and clerical subordinates.
- Provides all customers with friendly, accurate, and supportive service.

- Works as an effective member of intra- and inter-departmental teams.

QUALIFICATIONS

Education and Training:

Education and experience equivalent to graduation from a recognized college or university, with major work in urban planning or a closely related field, supplemented by at least five years of progressively responsible planning experience, preferably in a municipal setting or an equivalent combination of training and experience. A masters degree is highly desirable, but experience may be substituted.

Knowledge, Ability, and Skills:

Thorough working knowledge of principles, methods and practices of urban planning and zoning administration; knowledge of state, regional, and local laws and policies as they relate to the regulation of land-use; data collection and statistical analysis methods; effective communication and report writing techniques; personal computer operating systems and software applications.

Ability to read, comprehend, and interpret complex laws, ordinances, regulations, policies, and procedures; interpret and analyze complex project plans and prepare clear and concise recommendations to other staff and decision makers; prepare clear and concise written reports, and make effective oral presentations; establish and maintain helpful working relationships with the public, other city personnel, and outside agencies; perform field inspections of sites and buildings.

CLASSIFICATION

The position is designated as part of the Professional Unit.

LICENSE

Possession of a valid California Driver's license and have a satisfactory driving record.