

**SENIOR PLANNER**

DEFINITION

To perform complex professional work in the field of current and advanced planning; and to provide information and assistance to developers, contractors and the public on planning related matters.

DISTINGUISHING CHARACTERISTICS

This is a full journey level class within the planning series. This class is distinguished from the class of Associate Planner by the assignment and performance of more complex professional planning projects and studies. Employees at this level receive only occasional instructions or direction as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from higher level supervisory and management staff. May assign, review and coordinate the work of lower level professional, technical and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Meet with project proponents regarding proposed applications and advise them regarding County requirements, applications and procedures.

Prepare staff reports for planning projects and oversee the transportation planning function.

Oversees airport operations, including compliance with Airport lease agreements.

Assists in the preparation or prepares agendas, for the Planning Commission, Transportation Commission, Airport Advisory Committee and other advisory committees..

Prepare environmental review documents to comply with the California Environmental Quality Act (CEQA).

Reviews local agency requests for transportation fund allocation.

Submits annual mining inspections reports to the State.

Prepare ordinance changes including staff reports and resolutions for Planning Commission and Board of Supervisors.

Answer phone, counter, and written questions from general public, banks, engineers, surveyors, appraisers, consultants, and other county and government departments.

Process Local Agency Formation Commission (LAFCO) applications, prepare Executive Officer's Report, resolutions and legal notices.

Oversee the processing of building permit pre-applications; zoning compliance inspection and follow-up; compliance with mitigation measures and conditions of permits including expiration dates.

Attend conferences and meetings to represent the Department.

Perform related duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

Principles and practices of urban planning, development site planning, and architectural design.

Federal, State and Local laws, rules and regulations relating to planning, transportation planning, zoning, land divisions, and land conservation.

Applicable environmental laws and regulations.

Principles and practices economics and statistics.

Modern office methods, practices procedures and equipment.

#### Ability to:

Interpret complex planning and zoning projects and programs to the public.

Perform high level, complex, professional planning work with a minimum of supervision.

Research, analyze and compile technical and statistical information and prepare complex reports and planning documents.

Respond to requests and inquiries from the general public and professionals.

Determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits.

Make oral presentations in public.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative-working relationships with those contacted in the course of work.

### EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

Three years of professional planning experience in current, transportation or advanced planning.

Training:

Equivalent to a Bachelor of Arts degree from an accredited college or university with major course work in planning, geography, environmental studies, architecture, public administration, or a related field.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Classification Code:	3535001
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"