



## Senior Planner

Department/Division:	Community Development/Planning
Reports To:	Planning Manager
Provides Direction To:	May provide technical direction to Assistant and Associate Planners
FLSA Exemption Status:	Exempt
Date Prepared:	August 20, 2014
City Council Resolution #	

### GENERAL PURPOSE

Under general supervision, administers and reviews a diverse range of current and advanced professional planning projects and studies that relate to mixed development and historical preservation plans; administers zoning codes and ordinances and policies and procedures for development permits; makes presentations to Planning Commission; provides direction to technical and professional staff and assigns tasks; and performs other related work as assigned.

### DISTINGUISHING CHARACTERISTICS

The Senior Planner is distinguished from the Associate Planner by its more specialized knowledge of Zoning Ordinances, permit review procedures, and hearing processes and the coordination of tasks for more complex project plans and unique structures. The Senior Planner is differentiated from the Planning Manager, as such leads a large grouping of projects, and exercises full supervisory direction over professional staff.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

1. Conducts and reviews comprehensive land development and planning studies for current and advance planning projects; analyzes applicability of planning, zoning, and building codes, and the types of modifications that might be needed to meet City requirements and other types of regulatory and design standards.
2. Prepares environmental assessment reports involving more sensitive projects under the provisions of the California Coastal Act and National Historic Preservation Act; evaluates land uses and impacts in the context of site plan check review and development standards; prepares environmental determinations, including negative declarations as part of environmental analysis.

## **ESSENTIAL FUNCTIONS (continued)**

3. Organizes, tracks, and reports upon the status of projects; assigns tasks involving members of professional and technical staff, and monitors progress while providing recommendations related to the report content and recommendations; provides guidance in the research of codes, ordinances, development standards, and planning surveys.
4. Negotiates and administers consultant contracts for planning studies and monitors project scope, task completion, and fee schedule.
5. Prepares environmental assessment reports and assists in the administration of the environmental review procedures under terms of the California Environmental Quality Act (CEQA) and the City's CEQA guidelines.
6. Performs plan check functions for major development projects and permits for completeness, accuracy, and conformance with code requirements; conducts site inspections, as needed to verify conformance with conditions for plan approval.
7. Prepares and reviews staff reports and agenda items, including supporting exhibits and makes presentations to the Planning Commission and the City Council; compiles and reviews information related to plan check reports, resolutions, and permits given questions and policy issues.
8. Confers with and advises architects, builders, contractors, engineers, and the general public regarding City development policies and standards for larger scale, historical, and ecologically sensitive projects.
9. Reviews development proposals and works with developers to negotiate agreement on acceptable site and elevation plans in cooperation with senior planning staff; reviews building plans, parcel maps, and subdivision proposals for conformance with State and local regulations, and compiles reports containing recommendations.
10. Coordinates regional planning activities with other City departments and with outside agencies, as assigned; attends inter-agency planning meetings as the City's representative.
11. Researches issues and disputes involving the interpretation and applicability of zoning and environmental ordinances and presents recommendations to management representatives.
12. Reviews miscellaneous applications such as Entertainment Permits, Temporary Use Permits, and zoning letters to determine whether projects meet conditions for approval.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Municipal Code, Zoning Code, and related ordinances; land use and architectural design standards; California Coastal Act and Environmental Quality Act and State planning and signage laws; historic preservation standards; Subdivision Map Act; project management practices; leadership techniques; report preparation and presentation methods; research and reporting methods and techniques; application of land use, physical design, economic, environmental, and/or social concepts in the planning process; terminology, symbols, methods, techniques and instruments used in planning and map drafting; applicable local, State and federal laws, codes, and regulations; customer service practices.

### **Ability to:**

Understand, explain, and interpret local development standards and requirements; check building plans for conformance with land use, architectural and zoning regulations, and suggest changes to achieve compliance; manage projects and administer contracts; understand and apply federal, State and local laws, regulations, policies, procedures and standards pertaining to the planning process; interpret maps, site and building plans and specifications, graphs, and statistical data; prepare clear maps, graphs, and illustrations; make effective presentations; operate modern office equipment and computer hardware; use word processing, spreadsheet, graphics, and mapping software; prepare clear and concise technical documents, reports, correspondence and other written materials; establish and maintain effective working relationships with staff, management, developers, contractors, officials, general public, and other parties.

### **Education/Training/Experience:**

Bachelor's Degree in Public Administration, Urban Planning, or a closely related field is required. Four years of responsible professional planning experience is required, including the administration of varied planning and zoning projects, and interpretation of related codes and statutes.

### **Licenses, Certificates; Special Requirements:**

Ability to attain a valid Class C California driver's license and have an acceptable driving record.

Ability to work extended hours to attend City functions and meetings.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. The employee must be able to use hands to finger, handle, feel or operate computer hardware and standard office equipment; and reach above and below shoulder level with hands and arms. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to see, talk, and hear.

### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently; meet project deadlines given interruptions; and interact appropriately with staff, management, developers, contractors, architects, the general public, and others in the course of work.

## **WORK ENVIRONMENT**

The employee frequently works in office conditions with controlled temperature settings.

The employee occasionally works in a field environment and is required to drive in traffic to various project and meeting sites and may encounter dust, debris, and variable weather conditions.