



Department: Development Services
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FLSA Status: Exempt
Prepared Date: Nov 2018

JOB TITLE: Senior Planner

SUMMARY:

The Senior Planner performs professional planning tasks for assigned projects with minimal supervision under the general direction of the Assistant City Manager. Develops, implements, manages, and coordinates the activities of the Planning Division, including current planning, advanced planning, environmental analysis and design review; performs the more difficult and complex professional planning duties; coordinates planning and development projects with other divisions and departments; participates in intergovernmental coordination and cooperation, and provides exceptional customer service to members of the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:

- Serves as project manager on various projects on a wide range of current and advanced planning applications and ensures that development permits are processed in a timely manner and in accordance with established procedures, state laws, and local ordinances governing land use development.
- Assist customers with resolution of building and development issues by coordinating with other City Departments.
- Supervises the work of Associate Planner, including assigning and reviewing work products.
- Organizes training and employee development opportunities for assigned personnel.
- Ensures uniform application of municipal codes and policies.
- Develops, reviews, updates, and implements the General Plan, specific plans, zoning code, other planning documents, and other City Council policies.
- Determines the required level of environmental review for development projects pursuant to the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).
- Prepares initial studies, categorical exemptions, negative declarations, environmental assessments, findings of no significant impact, mitigation measures, and related CEQA/NEPA documents.
- Performs mitigation monitoring and ensures compliance with mitigation requirements and project conditions of approval.
- Researches, writes and edits elements of the City's General Plan. Analyzes General Plan amendment requests and makes recommendations to the Planning Commission and City Council.



- Writes, reviews and edits proposed amendments to the Municipal Code to ensure clarity and consistency with State Law, the General Plan, and Capital Improvement Plan.
- Develops recommendations to the Planning Commission and City Council concerning development projects and programs.
- Coordinates project review and communicates with regulatory agencies such as California Department of Transportation, Fish and Wildlife, Army Corps of Engineers and Regional Water Quality Control Board to ensure compliance with state and federal regulations.
- Conducts site visits and investigations pertaining to planning projects.
- Reviews commercial, industrial and residential land use and development proposals, building permit applications and site plans to ensure conformance with City building and zoning codes, development standards and other applicable sections of the City's Municipal Code.
- Participates in regional planning efforts and coordination on community projects (e.g., Shasta Regional Transportation Agency, County of Shasta, City of Redding, Shasta County Public Health Department, Healthy Shasta, Gateway Unified School District, Chamber of Commerce, etc.)
- Leads and participates in large planning projects involving regular interaction with developers, agencies, civic groups and project stakeholders. Provides project leadership for other planners on smaller projects.
- Represents the City concerning planning and development matters at neighborhood, community and regional organization meetings.
- Leads Community outreach and engagement processes.
- Interprets and explains legal, technical and procedural aspects of planning projects and programs to agencies and members of the public.
- Makes presentations to the Planning Commission and City Council related to building and planning projects.
- Serve as technical advisor to other staff, the Planning Commission and City Council on planning and development-related matters.
- Conducts special studies; researches policy issues and conditions. Establishes methodologies and standards for research and studies. Facilitates collection of information. Designs, conducts and analyzes surveys and evaluations.
- Prepares staff reports, statistical reports, special research studies, maps, tables, charts, legal notices, map exhibits, environmental reports, resolutions and ordinances concerning zoning, subdivisions, use permits and design review.
- Assists with the preparation and issuance of Requests for Proposals for various planning projects and environment review; participates in consultant selection, prepares Professional Service Agreements and monitors contracts for private consultants.
- Assists with enforcement of various sections of the Municipal Code and other local regulations and policies.



- Assists with technical aspects of economic development, including land inventory and zoning review, preparation of contract documents, preparation of marketing proposals, and providing information on incentive programs available through the City or other agencies.
- Plans, organizes, and implements activities related to land use and planning for the future development of the City, including population estimates and demographics, economic growth, land use, zoning, and social statistics.
- Researches and responds to inquiries from developers, contractors, appraisers, property owners, regulatory agencies and the general public regarding the City's General Plan, Zoning Code, planning law and policies, various municipal codes, design review and development standards, floodplain development, and permitting requirements for land use and building construction.
- Assists with the preparation of grant applications for housing, public works and planning projects; ensures environmental review is completed pursuant to grant guidelines.
- Performs other duties as required.

MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's Degree from a four-year college or university with major course work in urban planning, public or business administration or related field; Master's Degree highly desirable.
- Five years of increasingly responsible experience in local government or closely related field and a broad knowledge base in the areas of development, planning, environmental review or related fields.
- Read, understand, apply and explain building and zoning codes.
- Prepare maps, plans, charts and tables.
- Read, understand, apply and explain applicable environmental laws and regulations.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships.
- Work independently without close supervision.
- Prepare clear, comprehensive reports.
- Prepare and deliver oral presentations.
- Prioritize and schedule work.
- Explain and enforce policies and regulations.
- Meet schedules and timelines.
- Keep up-to-date of knowledge of regulations.



- Excellent interpersonal skills.
- Excellent oral and written communication.
- Understanding of problem solving and conflict resolution practices and techniques.
- Operate a computer and related software.
- Plan, coordinate and document projects.
- Principles of training and work direction.
- Policies and objectives of assigned programs.

PREFERRED QUALIFICATIONS:

- Knowledge of principles and practices of community planning.
- Knowledge of applicable building code provisions, regulations, and ordinances pertaining to building construction.
- Knowledge of California State and City laws, codes, ordinances and zoning regulations, including but not limited to California Environmental Quality Act, National Environmental Policy Act, Subdivision Map Act, City of Shasta Lake Municipal Code.
- Experience with statistical research and survey methods in collection, analysis and presentation of planning information.
- Knowledge of planning and development operations and policies.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid California drivers' license.
- AICP certification, within one year of employment.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

- Sitting, standing, walking, climbing, grasping, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving. Ability to occasionally lift/move 25 pounds.
- High pressure in assisting public, staff, and elected officials. Ability to interpret and explain actions to the public and City staff/elected officials.



WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Generally indoors in a temperature controlled office.
- Noise level is usually moderate.
- Verbal, face-to-face contact, email, and telephone.
- Required to attend evening meetings.