



JOB DESCRIPTION

Senior Planner

Date Prepared: May, 2022

SUMMARY: Under limited supervision, performs a variety of advance and current planning activities within the City's Planning Department; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Manage all aspects of Current or Advance Planning.
- Analyze a wide range of complex proposals; manage the proposals through the entitlement/public hearing process, completion, and implementation.
- Act as the Zoning Administrator in their absence or, as needed.
- Serve as the inter-governmental representative for the Planning Department; attend SCAG, SBCOG, and other agency meetings.
- Monitor ongoing proposed and/or approved state and federal laws for the department.
- Develop new codes based on new laws.
- Implement the City's design review process.
- Conduct weekly meetings with developers and City staff to provide information for applicable requirements.
- Resolve issues related to architectural, site, environmental, and building design.
- Assist and advise the Planning Commission during public meetings.
- Analyze, prepare, and present staff reports.
- Conduct workshops, draft ordinances, resolutions, and policies.
- Maintain General Plan compliance, such as mandatory element updates and annual progress reports.
- Supervise and support staff with clear direction, set work priorities, work schedules, training and coordination of activities between divisions and departments.
- Serve as a grant manager for various grants, including annual HUD grants, by seeking, applying and managing the implementation of grants.
- Assist with economic development activities.
- Research, analyze, and interpret of social, economic, population and land use data and trends.
- Compile information and make recommendations on special studies; prepare technical reports.
- Make presentations to the City Council, Planning Commission, standing and ad hoc committees, developers, community groups, and outside agencies.
- Perform environmental assessments, providing detailed written comments on special studies performed by outside consultants and for outside agencies.
- Performs related duties, as required.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's degree in Urban and Regional Planning or a closely related field AND five years professional municipal planning experience, INCLUDING three years of supervisory experience OR an equivalent combination of education, training, and experience.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

Knowledge of:

- Principles, methods, and procedures of City planning.
- State, federal, and local laws, codes and ordinances related to planning, zoning and environmental analysis.
- The relationship and responsibilities of Federal, State, regional and local government agencies in the planning and regulation of land.
- Research and investigation procedures.
- Architectural drafting and design.
- Statistical and research methods as applied to the collection, analysis and presentation of planning data.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, GIS applications and databases.
- Principles and practices of effective employee supervision.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, GIS applications and databases.

Ability to:

- Communicate effectively, both verbally and in writing.
- Perform technical research and give reliable advice on planning problems.
- Demonstrate tact and diplomacy with the public.
- Prepare reports and graphic presentations.
- Interpret and explain statistical analysis applied to land use, transportation, communications and public utility systems.
- Interpret and explain laws underlying general plans, zoning and land divisions. Prepare and interpret maps, plans, charts and tables.
- Stay up to date on new laws and regulations.
- Analyze and compile technical and statistical information and prepare reports.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Building effective teams and providing excellent customer service to all members of the public as well as City and other public agency personnel.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment, in close proximity to other workers. Incumbent may be exposed to constant interruptions. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes and/or utilizing a hand dolly to lift and transport materials and supplies weighing up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date