

CITY OF IRWINDALE

SENIOR PLANNER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, performs a full range of complex, responsible, and varied professional, programmatic, administrative, and technical work in support of various City current and advanced planning programs and projects and in the implementation of the City's general plan as well as related policies and regulations; administers zoning codes, ordinances, and policies and procedures for development permits; makes presentations to the Planning Commission and City Council; and provides information and assistance to applicants, developers, consultants, the general public, and outside agencies and organizations regarding City codes, policies, standards, and processes related to planning related matters.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists the Community Development Director and Principal Planner in the development and implementation of goals, objectives, policies and procedures related to the Planning Division.
2. Reviews, coordinates, and administers land use entitlements; checks site and building plans for conformance with standards, and coordinates planning processes with other departments and the community.
3. Performs research and analysis of complex assignments, or directs the work of others in the preparation and review of current or long range planning projects; monitors plan implementation for the General Plan, Housing Element, Hazard Mitigation Plan, and Interim Management Plans pertaining to SMARA compliance; 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.
4. Evaluates land uses and impacts in the context of site plan review and development standards.
5. Maintains and updates a list of all Planning Division activities, pending permits, and meeting schedules; maintains and monitors tickler files.
6. Manages the preparation of all CEQA (and NEPA, as applicable) environmental assessments (i.e., Negative Declarations, Mitigated Negative Declarations, and Environmental Impact Reports); prepares environmental assessments; prepares environmental determinations, including but not limited to, NOI/NOAs, NODs, NOEs, as required by CEQA.
7. 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 report content and recommendations; provides guidance in the research of codes, ordinances, development standards, and planning surveys.
8. Negotiates and administers consultant contracts for planning studies and monitors project scope, task completion, and budget.

CITY OF IRWINDALE

Senior Planner (Continued)

9. 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.
10. 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.
11. 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.
12. Reviews development proposals and works with developers to negotiate agreement on acceptable site and elevation plans; reviews building plans, parcel maps, and subdivision proposals for conformance with State and local regulations, and compiles reports containing recommendations.
13. Coordinates regional planning activities with other City departments and with outside agencies as assigned; attends inter-agency planning meetings as the City's representative.
14. Researches issues and disputes involving the interpretation and applicability of zoning ordinances and other policies and presents recommendations to management representatives.
15. Reviews miscellaneous applications such as Special Event Permits, Occupancy Permits, Business License Applications, and zoning letters to determine whether proposals can be approved.
16. May assist with the supervision of staff in the absence of the Community Development Director and/or Principal Planner or as needed.
17. May attend Executive Staff meetings in the absence of the Community Development Director and/or Principal Planner.
18. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a community planning and development program.

Municipal Code interpretation, zoning ordinances, California Environmental Quality Act, Subdivision Map Act, State Planning and Zoning law, and land use and architectural design standards.

Construction processes and historic preservation standards.

Project management practices.

Leadership techniques.

Methods and techniques of effective technical report preparation and presentation.

Research methods.

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 and geo-based information systems.

Customer service practices.

Modern office procedures, methods, and equipment including computers and supporting word processing, spreadsheet applications, and specialized engineering software programs.

Basic principles of supervision, training and performance evaluation.

Pertinent federal, state, and local codes, laws, and regulations.

CITY OF IRWINDALE
Senior Planner (Continued)

Ability to:

Perform a full range of advanced professional level planning duties involved in coordinating and participating in the development, implementation, and modification of the City's planning function.

Understand, explain, and interpret local development standards and requirements.

Check architectural and building plans for conformance with land use, architectural and zoning regulations.

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, review and approve site and building plans and standards and develop and use maps, graphs, and illustrations.

Organize multiple projects and tasks and set priorities to meet deadlines.

Operate office equipment including computers and supporting word processing, spreadsheet applications, and specialized engineering software programs.

Prepare clear and concise technical documents, reports, correspondence and other written materials and make effective presentations.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in urban planning or a related field.

Experience:

Four years of increasingly responsible experience in urban planning.

License or Certificate:

Possession of an appropriate, valid driver's license.

Certification by the American Institute of Certified Planners (AICP) is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 these essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; occasionally works in outside weather conditions; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

CITY OF IRWINDALE
Senior Planner (*Continued*)

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Date: October 2016
Ralph Andersen & Associates