

Class Title: Senior Planner

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Serves a project manager for complex planning projects and as primary staff person to City boards and commissions; provides lead direction to other staff members on projects; performs complex and specialized planning work.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code	ESSENTIAL FUNCTIONS
1	Serves a project manager for complex planning projects including assisting in the selection of consultants, developing contracts, analyzing and evaluating site and architectural plans, monitoring performance and billings and making recommendations; takes lead responsibility in planning, organizing and implementing programs and activities.
2	Conducts and oversees research, analysis and the use of a variety of data including land use, population, social and economic conditions, housing and community facilities; prepares special studies.
3	Performs complex and sensitive community development work; coordinates local and regional community development activities with other City departments and outside agencies as required; negotiates and mediates sensitive issues within assigned programs.
4	Represents the Department at public meetings/hearings and makes presentations to City Council, the Planning Commission, citizen committees and other outside agencies as required; explains purposes, regulations, and directives of planning and community development policies and practices.
5	May exercise indirect and/or project supervision over professional, technical, and clerical personnel.

CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Over three years of professional urban/regional planning experience.
Certifications and Other Requirements	Valid driver’s license.
Reading	Work requires the ability to read read maps, site plans, blueprints, zoning ordinances, contracts, legal statutes, technical reports and analyses, memoranda, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as geometry and algebra.
Writing	Work requires the ability to write design reviews, legal documents, zoning ordinance amendments, presentation documents, technical reports, recommendations, letters, and general correspondence.
Managerial	Managerial responsibilities include monitoring program and budget activity for various projects, supervising projects, coordinating project activity with other personnel and prioritizing work to meet deadlines, and moderating and leading neighborhood task force groups on specific projects.
Budget Responsibility	Assists with collecting and analyzing information and assembling budget documents.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations, and various state and federal agencies. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: May 2005 , CSC Revised: _____

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Presentations
Sitting	F	Computer, desk work, meetings
Walking	F	Field observations, to/from meetings
Lifting	R	Supplies, plans, materials, files
Carrying	R	Supplies, plans, materials, files
Pushing/Pulling	R	Chairs, desk drawers
Reaching	R	Supplies, plans, materials, files
Handling	F	Supplies, plans, materials, files
Fine Dexterity	F	Computer keyboard, telephone keypad, drawing plans, writing
Kneeling	R	Retrieving files
Crouching	N	
Crawling	N	
Bending	O	Retrieving files, maps
Twisting	O	To/from desk, computer
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer, desk work, reading, field observations
Hearing	C	Communicating with personnel and general public, meetings, telephone
Talking	F	Communicating with personnel and general public, meetings, telephone
Foot Controls	O	Driving
Other (specify)		

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Calculator, T-square, scale, tape measure, camera, microfiche, computer, laser or injet printer, Standard Microsoft Windows and Office software, Laserfiche, Visio, telephone, copy machine, fax machine, Photo Recall, Microsoft Publisher, Internet, slide projectors, vehicle, ARC View, City databases

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	S
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)