



CITY OF CHINO

Senior Planner

Definition:

Under general supervision, performs advanced level professional current or long-range planning work; acts as project manager on complex projects; and does related work as assigned.

Class Characteristics:

The Senior Planner is distinguished from the Associate Planner classification by its increased responsibility for project management, supervision of others, and the most difficult planning assignments.

Essential Functions:

- Organize, review, and participate in the most complex urban planning assignments in advance planning, current planning, historic preservation, or zoning; and, ensure that planning activities are conducted in accordance with federal and state law, City ordinances and policies, rules, and regulations.
- Supervise or direct the work of others involved in major assignments and programs; prepare or coordinate the preparation of project reports and recommendations; review and edit report drafts; and, lead or participate in oral presentations.
- Prepare or supervise the preparation of Planning Commission staff reports; attend meetings of the Planning Commission; make presentations and respond to requests for information as required; and serve as staff to the Planning Commission.
- Conduct environmental impact studies, including the selection of consultants and preparation of requests for proposal; coordinate project review by other agencies; and, evaluate conclusions of environmental impact reports and prepare recommendations.
- Assist in employee selection; plan and organize work; develop and establish work methods and standards; conduct or direct staff training and development; review and evaluate employee performance; and recommend disciplinary action.
- Represent the Community Development Department in relations with the community, Development Review Committee, Design Review Board, local, state and federal agencies, other community development departments and professional organizations.
- Assist in developing the Planning Division budget and monitor expenditures.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in planning, environmental design, architecture, landscape architecture, or related field (required).

Experience:

- Three years experience in professional land use planning work typically performed in public agencies.

Thorough knowledge of:

- Principles, procedures, practices, laws and trends in the field of planning and environmental analysis.

Knowledge of:

- Methods, plans, systems, forms, maps, and tools common to a land use planner's work.
- Sources of information and agencies that may be utilized in conducting research and addressing planning matters.
- Data processing systems/applications.

General knowledge of:

- Office management.
- Principles of supervision.

Ability to:

- Deal effectively with developers, property owners, architects, engineers, and the general public.
- Plan and organize work.
- Research, prepare, and present reports.
- Make oral and written presentations to individuals and groups.
- Select, train, supervise, and evaluate employees.
- Communicate clearly and concisely, both orally and in writing.
- Interpret and apply provisions of codes, regulations, statutes, and ordinances relevant to City planning activities.

- Deal tactfully and courteously with internal and external customers.
- Understand, explain, and apply policies and procedures.
- Analyze issues and draw logical, supportable conclusions.
- Represent the Department in a variety of meetings.
- Operate a computer and utilize a variety of software programs.
- Keep current in the field of planning.
- Establish and maintain cooperative working relationships.
- Handle confidential matters with discretion.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

Unrepresented Management

Revised: 7/1/2014

Replacing Senior Planner classification specification dated 10/6/2009.

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