



CITY OF SUISUN CITY

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.*

DEFINITION

Under general direction, plans, organizes, oversees processes, and directly participates in plans, applications, and studies related to a variety of professional and technical level duties and responsibilities in support of the City's current and advanced planning function; prepares reports on proposed current planning projects; oversees long-range planning and environmental projects and programs; interprets planning and zoning requirements for the public and other departments; works with boards, commissions, and committees; consistent and regular review of the General Plan, zoning, and the California Environmental Quality Act (CEQA) to ensure compliance with Federal, State, and local complex planning laws, ordinances and regulations; and performs related planning duties as required.

IDENTIFYING CHARACTERISTICS

This is the advanced-journey level class in the professional planner series. Employees within this classification perform the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise.

The Senior Planner is distinguished from the Associate Planner in that the Senior Planner performs more complex assignments and may provide supervision for lower-level staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all 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 in the planning, organizing, and administration, of the planning division.
2. Provides oral and written comments on development applications; conducts research and prepares statistical reports on land use, physical, social, and economic issues.
3. Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans.
4. Assists with the preparation of California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents, staff reports, resolutions, and ordinances.
5. Researches planning information and concepts, land use and legal issues relating to current and long-range planning matters and policy issues.
6. Provides advice and information to the public and developers regarding planning, zoning, transportation planning, housing codes, regulations, and requirements.
7. Clarifies and ensures conformance to local codes, regulations, and requirements, clarify, and ensure conformance to City codes and regulations with developers and property owners and resolves differences that may exist between them and local codes.

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8. Presents reports and other findings to staff, planning and zoning boards and commissions, and elected officials; prepares and presents to the Planning Commission and City Council.
9. Provides recommendations and advises to applicants, developers, design professionals, and landowners on how to achieve compliance with land use, design, environmental, and zoning regulations impacting a project.
10. Accurately interprets and explains the intent and purpose of city guidelines, policies, and regulations to applicants and the public.
11. Independently manages a variety of complex professional planning projects, including General Plan updates, specific plans, master plans, and major subdivisions.
12. Reviews and processes complex comprehensive plan amendments, rezoning, annexations, site plans, plats.
13. Manages complex planning studies, development applications and review consultant proposals.
14. May exercise technical supervision of other planning staff in the review of administrative permits and assignment of cases.
15. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Theory, principles, and practices of city planning, zoning, and urban design.

Regional, state, and federal laws and regulations applicable to planning and environmental review, including the Subdivision Map Act, CEQA, and NEPA.

Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to municipal planning, zoning, housing, transportation, environmental review, and compliance, and/or code enforcement, including but not limited to California Planning and Zoning Laws, Subdivision Map Act, and California Environmental Quality Act. 2.

Modern principles, practices, and techniques of governmental current and advanced planning, municipality and regional planning and development functions.

Current trends in urban design and municipal planning.

Principles of urban design, architecture, landscape architecture, and economic and statistical analysis as they apply to municipal planning.

Basic principles of employee training, coaching, and supervision.

Computer software applications related to job tasks such as word processing, spreadsheet, presentation, GIS, and database management.

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Ability to:

Accurately interpret complex architectural plans and specifications, engineering plans and specifications, legal descriptions, General Plan policies, design guidelines, zoning regulations, and department policies.

Complete complex land use and planning analysis, and prepare comprehensive, long range municipal planning documents, plans, and codes.

Plan, direct, and coordinate the work of other employees.

Work cooperatively and effectively with the public, applicants, and staff from other departments and agencies on controversial matters.

Prepare and present clear and comprehensive reports.

Prepare and present effective presentations.

Prepare and manage consultant contracts.

Remain current on applicable federal, state, and local laws, regulatory codes, ordinances, and other relevant legal issues.

Attend to details while keeping big-picture goals in mind.

Education and Experience Guidelines

Any combination of education and work 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 work in urban planning or related field is required.

A Master's degree in planning or related field is desirable.

Experience

Four years of increasingly responsible professional planning experience is required.

License or Certificate

Possession of a valid California Driver License.

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 the 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.

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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.

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

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

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