

**CITY OF EMERYVILLE/  
MANAGEMENT OF EMERYVILLE SERVICES AUTHORITY (MESA)**

**TITLE: SENIOR PLANNER**

**JOB CODE: 1503**

**Created: April 2004**

**FLSA Status: Non-Exempt**

**Reviewed: June 2023**

**DEFINITION**

Under general direction, provides lead direction and/or performs complex or difficult planning work in the development, administration, and enforcement of the City's current and long-range plans and related laws, regulations, and guidelines, including the Zoning Ordinance, General Plan, California Environmental Quality Act and Subdivision Map Act; performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced, lead level in the professional Planner series. Incumbents provide lead direction for current planning activities or perform highly specialized and difficult planning functions. While this is not considered a supervisory class in that the selection and evaluation of employees is not assigned at this level, the Senior Planner may assign work to professional, technical and temporary staff and/or coordination of project staff teams. The work will include both current and advanced planning projects and requires considerable technical knowledge and independent judgment. This class is distinguished from Associate Planner in that the Senior Planner is the specialist and lead level of the series, exercising a higher degree of independent judgment on diverse and specialized assignments with a greater degree of accountability and on-going decision-making.

**EXAMPLES OF DUTIES**

The duties listed below are illustrative only.

Assists in the selection and provides lead direction to professional and technical staff, including providing input into periodic performance evaluations.

Assigns and monitors work of professional, technical and temporary personnel and project teams.

Serves as the subject matter expert in various aspects of current and long-range planning.

Directs the utilization of computers and software programs for various technical projects and studies and determines hardware and software needs.

Designs research programs, coordinating and performing research efforts, administrative activities and technical tasks necessary for achieving project objectives, and recommends public policy.

Designs systems for generating data; compiles and analyzes information such as population and economic growth estimates, demographic, housing and land use data.

Develops, plans and recommends changes in policies and procedures.

Prepares and monitors the preparation of environmental impact studies; works with consultants in the preparation of initial studies, negative declarations, mitigated negative declarations and environmental impact reports.

Prepares requests for proposals, participates in consultant selection, develops and reviews scopes of services and monitors and coordinates consultant activities.

Prepares a variety of written communications, including analytical reports, correspondence, tabulations and summaries, and revisions to local ordinances, policies and procedures.

Reviews, investigates and processes applications submitted for planning permits including conditional use permits, design review, variances, planned unit developments, re-zonings and subdivisions.

Conducts field investigations of current planning applications and long-range planning issues.

Meets with and provides assistance to developers, property owners, community organizations and others regarding planning concepts and the planning process, regulations, policies and standards; resolves conflict as needed.

Performs analysis pertaining to the elements of the General Plan, area plans, implementation plans, redevelopment plans, capital improvement plans, programs and related municipal ordinances and policies.

Meets with and makes oral presentations before the Planning Commission, City Council, committees, community groups and boards of other governmental agencies; and prepares staff reports with findings and recommendations.

Prepares summaries and statistical and technical reports; directs the preparation and design of maps, charts, models, sketches and other graphic presentations.

Serves as Secretary to the Planning Commission in the absence of the Planning and Building Director.

Performs other highly specialized and difficult planning functions as assigned.

## **QUALIFICATIONS**

Any combination of education and experience as follows:

### **Education**

Equivalent to Master's Degree from an accredited college or university with major work in city or regional planning, architecture, urban design or a closely related field.

and

### **Experience**

Four (4) years professional planning experience, including two (2) years' experience at a level equivalent to that of a journey level Planner. Progressively responsible related professional experience may be substituted for the master's degree on a year-for-year basis, with a maximum of two years substitution.

## **LICENSES AND CERTIFICATIONS**

Possession of a valid California Driver's license with a satisfactory driving record OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties. Certification by the American Institute of Certified Planners (AICP) is highly desirable but not required.

## **KNOWLEDGE AND ABILITIES**

**Knowledge of** the principles, standards, practices, and trends in the field of urban planning; land use, physical design, demographic, environmental, social/economic and real estate concepts as applied to municipal planning; mathematical concepts, including statistical analysis and techniques related to the planning process; application, modification, and interrelationships between ordinances, policies, standards, procedures and practices associated with the planning function; applicable federal, state and local laws and regulations; methods, and techniques used in planning and map drafting; local government organization and the functions and practices of a municipal planning unit; methods and practices of community organization and citizen participation; legislative processes and policy formulation; and principles and techniques of project leadership and training.

**Ability to** review the work of others; train others in planning principles; manage a large, diverse and complex workload; conduct complex planning studies and activities; perform and coordinate activities, such as the collection, analysis and preparation of reports and recommendations pertaining to the planning process; interpret laws, policies, procedures, regulations, maps, specifications, site and building plans, graphs and statistical data; direct the preparation of visual displays, such as maps, graphs, and illustrations; make clear and persuasive oral presentations of ideas and recommendations; establish and maintain cooperative and effective relationships with those contacted in the course of the work; exercise a high degree of independent judgment within established guidelines; prepare clear, concise and complete technical documents, reports and correspondence; and provide technical assistance and staff leadership to various boards and commissions; perform related duties as required.

## **PHYSICAL QUALIFICATIONS**

Must be able to attend evening meetings and make site visits as required. Eyesight sufficient to read data, memos, plans, working drawings, computer screens and vouchers; manual dexterity to operate a personal computer and other office equipment; ability to sit for extended periods; ability to lift and carry objects weighing up to 20 pounds; stand, walk, bend, reach above and below shoulders; work occasional long hours, including evening and weekend hours.