



Grade: 700
Salary: \$71,000-\$106,600

Senior Planner Job Description

Assist in the activities associated with processing land use applications, informing the public of planning regulations and procedures, conducting research and analysis for a variety of planning activities, and drafting updates to the City's Municipal Code and Zoning Map Amendments. Senior Planner requires advanced professional planning experience of high complexity and variety.

This position works under the direct supervision of the Community Development Director.

Essential Functions

Performs advanced professional work related to a variety of planning assignments

Provides customer service regarding general information related to zoning and development review processing to the public via telephone, front counter and/or e-mail communications

Reviews and processes complex rezonings, annexations, site plans, plats

Develops project budgets, administers bidding process, verifies contract expenditures and compliance

Conducts research and prepares statistical reports on land use, physical, social & economic issues

Provides professional planning assistance to member communities on varied land use projects

Works in regional program areas relating to water resource planning, community development, hazard mitigation, and others

Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans

Reviews, interprets and analyzes permits and other administrative applications for compliance with zoning requirements

Reviews sites for verification of development completion according to approved plans

Attends meetings and makes presentations to appropriate boards or commissions, including the Board of Adjustment, Planning and Zoning Commission, City Council, and Urban Renewal Authority

Drafts and processes amendments to the City's Zoning, Subdivision, and Zoning Map

Performs other duties and responsibilities as assigned

Requirements

Advanced knowledge of the philosophies, principals, practices & techniques of planning

Well-developed knowledge of one or more planning disciplines, such as land use planning/zoning, transportation planning, environmental resource planning, urban design, housing, or economic development

Knowledge and experience in construction processes

Knowledge of principles, methodology, practices of research and data collection

Knowledge of effective writing techniques

Knowledge of GIS programs and applications

Excellent oral and written communication skills for preparing and presenting planning reports and projects

Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers

Creative problem-solving skills to gather relevant information to solve less well-defined planning problems

Group facilitation skills

Ability to work on several projects or issues simultaneously

Ability to provide effective supervision and staff management

Ability to manage projects effectively and meet firm deadlines

Ability to facilitate in-person and virtual public participation activities

Provide strong customer service.

Ability to exercise independence and judgment, receiving general supervision from Community Development Director

Minimum Qualifications

Bachelor's degree from an accredited college or university in community and regional planning, or a related field. Requires at least five (5) years of progressively responsible local government experience in land use, urban planning, and comprehensive planning; or an equivalent combination of education, training, or work experience that produces the knowledge, skills, and abilities to perform the essential duties and responsibilities of the position. Master's degree in city planning or related field preferred. American Institute of Certified Planners (AICP) certification preferred.