

County of Humboldt Job Specification
SENIOR PLANNER
Classification 0660
FLSA: Non-Exempt



DEFINITION

Under general direction, administers complex professional cannabis, current, and advance planning activities, including serving as project manager for complex development applications and special projects; leads professional planning staff; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Planning Manager. Acts as a team lead over professional staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the professional planner series. Incumbents exercise independent judgment on diverse and specialized planning projects with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for the completion of major specialized County planning projects or services and are responsible for providing professional level support to the Planning Manager in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines. This class is distinguished from the Planning Manager in that the latter is a management-level classification in the series responsible for oversight of a major planning unit, including long- and short-term project planning, with programmatic and budgetary administration duties.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Serves as project manager for multiple complex current and/or long-range planning projects, Environmental Impact Reports (EIRs), General Plan Updates, and special planning studies, including in-depth application and plan review.
- Participates in the hiring of assigned staff, recommending selection for management approval.
- Coordinates and participates in the processing of land use applications for conditional use permits, rezones, parcel and subdivision maps, site development or site review permits, general plan amendments, and other requests related to County planning activities.
- Leads the work of planning staff on assigned projects; reviews the work of assigned staff for accuracy, completeness, and compliance with policies, procedures, and standards; participates in staff training activities.
- Interprets and applies federal, state, and local laws, rules, and regulations to ensure that public and private projects are in compliance, including the California Environmental Quality Act

(CEQA), Subdivision Map Act, Public Resources Code, General Plan, County ordinances, specific plans, design specifications, and local guidelines and procedures.

- Interacts and communicates with a variety of individuals and groups at the public service counter, in the field, over the telephone, through email, at public hearings, and in discussion forums, including other County departments and public agencies, elected and appointed County officials, developers, consultants, architects, engineers, attorneys, appraisers, real estate agents, property owners, and the general public for the purpose of obtaining or providing information, coordinating activities, processing projects, negotiating plan changes, and formulating recommendations.
- Prepares grant applications and proposals for project funding; administers grants and prepares required reports; prepares invoices to grantors and disbursements to grantees.
- Prepares drafts of new or revised planning ordinances or regulations and submits recommendations for review and approval.
- Performs related duties as assigned.

The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and technical and legal issues of urban and regional planning, zoning, urban economics, demographics, and environmental planning and program management.
- Geographic, socioeconomic, transportation, financial, political, environmental, and other elements related to public planning projects.
- Philosophy, trends, principles, techniques, and technical reporting requirements related to planning programs.
- Biological and environmental issues associated with urban and regional planning and land use development.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Project management and contract administration principles and techniques.
- Principles of advanced mathematics and their application to planning work.
- Geographic Information Systems technology.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Interpret and explain complex planning and zoning projects and programs to the public.
- Assimilate both technical and theoretical concepts from many diverse disciplines and apply the knowledge in creative and intuitive ways to solve unique problems.
- Evaluate the suitability of projects to specific sites and surrounding areas.
- Interpret land use maps, legal descriptions, construction and grading plans, and other technical and office data accurately.
- Provide effective staff leadership and work direction.
- Effectively represent the department and the County in meetings with governmental agencies, community groups, various businesses, professional and regulatory organizations, and individuals.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written material.
- Perform required mathematical computations with accuracy.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in urban planning or a related field.

and

Three (3) years of experience performing increasingly responsible professional planning work at a level equivalent to the County's class of Associate Planner.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL CONDITIONS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees also work infrequently in the field and occasionally are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, and hazardous physical substances and fumes.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).