

**Definition:** Under general supervision of the Community Development Director, to perform professional planning duties in current and advance planning and special projects; carries out the daily operation of the Planning Division; acts as the primary staff representative to the Planning Commission.

**Essential Duties:** This is a full-time, middle management position requiring both advanced technical knowledge and supervisory and division head responsibilities. This position is the highest level of the professional planner series and is characterized by a high degree of independence and judgement.

Respond to public/developer inquires concerning zoning, land use, development standards, city policies. Prepare staff analysis and reports regarding land use applications for presentation to Planning Commission and City Council. Review plans submitted to ensure compliance with all appropriate laws and ordinances. Ensure that all public and private development proposals have been properly reviewed and noticed under CEQA. Process all use permits, business licenses, general plan amendments, rezoning, subdivisions, variances. Carry out design review of applications for development. Conduct studies and prepares reports and plans related to mid-range and long-range planning. Assist in the implementation and revision of the General Plan and the Millbrae Station Area Specific Plan. Assist in the creation and revision of specific plans, data bases, parking plans and project plans. Assist the Director in the planning and implementation of redevelopment projects. Assist the Director in the establishment and implementation of a comprehensive code enforcement policy. Serve as primary staff member to the Planning Commission. Attend all appropriate public meetings of the Planning Commission, City Council, Agency Board and other commissions. Carry out general department functions as required. Participate in regional planning initiatives as required. Supervise the work of subordinate planners.

**Special Requirements:** Physical agility adequate to supervise and inspect work at project sites that require physical flexibility and dexterity, i.e., ability to bend, stoop or crouch. Speak clearly and understandably; stamina to work long hours when assigned, vision adequate to quickly and accurately review reports and correspondence, and dexterity and vision to operate computer equipment with a high degree of productivity.

#### **Minimum Qualifications:**

**Knowledge of:** Principles of city planning, redevelopment, CEQA, state planning law, subdivision map act. Computer skills including word processing, spreadsheets, graphics. Mapping and drafting techniques involved in planning. Design and plan review techniques.

**Ability to:** Professionally present reports in public meetings in a clear and concise manner. Ability to effectively interact with staff, the public and policy makers. Communicate clearly and concisely both verbally and in writing. Interpret local, state and federal laws and codes. Carry out complex tasks of research and code or policy development. Work under the direction of the Director in project development.

**Education:** Bachelors Degree in Urban Planning or a closely related field required. Masters Preferred.

**Experience:** Minimum seven years municipal experience in current or advance planning. Experience can be substituted by a Masters Degree.

**License:** Must possess and maintain a valid CALIFORNIA Operator's License issued by the State Department of Motor Vehicles and a satisfactory driving record.