

**CITY OF MILLBRAE**  
**CLASSIFICATION SPECIFICATION**

**SENIOR PLANNER**  
**May 2019**

**DEFINITION**

Under general supervision, leads and performs a variety of professional planning work related to current and advanced planning; researches and analyzes a variety of planning-related data and information; and performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS**

Senior Planner is the advanced, lead-level in the Planner class series. Incumbents perform a broad range of the most complex planning functions, including current and advanced planning. This class is distinguished from the Associate Planner by the level and scope of work performed, as well as the exercise of lead responsibilities.

**SUPERVISION EXERCISED AND RECEIVED**

Receives general supervision from supervisory or management staff in Community Development Department. Exercises project direction over consultants and lower level staff.

**DUTIES AND RESPONSIBILITIES**

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Provides lead direction to consultants, subordinate professional, technical, and clerical staff; trains assigned staff in areas of work of planning methods, procedures, and techniques; verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications;
- Reviews planning projects for consistency with applicable rules and regulations, including ordinances, general plan, environmental compliance, and other related areas; assists in code enforcement activities and special projects;
- Reviews Short Term Residential Rental Applications and tracks in database the number received and status of the applications;
- Provides analysis and recommends actions on various aspects of planning; develops statistics and engages in research in preparation of various phases of planning projects; establishes and maintains appropriate files and prepares correspondence as required;
- Conducts planning projects involving land use, populations, structures, economic activities, housing, transportation, environmental, and related subjects; conducts research and confers with applicants, interested parties, and agency representatives to identify problems and opportunities; processes use permits, business licenses, and re-zoning and subdivision variances;
- Writes reports and develops a variety of presentations related to community needs, goals, and services; meets with and advises property owners and developers on a variety of planning matters; provides information on planning, zoning, and subdivision matters; interprets laws and policies for other employees and the public; attends and participates in a variety of group meetings; stays abreast of trends and innovations in the field of planning;
- Reviews and makes presentations regarding development plans, architectural reviews, use permits, and sign reviews for conformance with design standards; performs field inspections to determine conformance to design standards and regulations;

- Assists in the preparation of agendas, public hearing notices, and scheduling of planning applications; attends meetings of the City Council, Planning Commission, and citizen advisory committees as required; assembles pertinent data to be used in studies required for meetings and hearings; prepares technical reports, presents, and explains detailed information; represents the City on taskforces; schedules Planning Commission hearings and provides communication and information packets for Commissioners; and
- Performs related duties as assigned.

## **JOB-RELATED QUALIFICATIONS**

**Knowledge of:** Principles, practices, and trends of municipal planning, urban design, and zoning; research methods and practices; maps, site plans, and architectural drawings; effective methods and practices of lead supervision; laws, rules, and regulations pertaining to land use and zoning, including environmental laws, regulations, and review processes; statistics and statistical analysis as applied to land use, transportation, zoning, and master plan studies; multi-tasking, project, and schedule management; reading and interpreting architectural and engineering plans and specifications; preparing and making effective presentations; communicating clearly and concisely, both verbally and in writing; preparing cost analysis; operating vehicles and equipment in a safe manner; operating office equipment, including computers and associated software applications; managing complex projects.

**Ability to:** Lead, organize, and review the work of subordinate staff; perform difficult planning assignments independently; analyze, interpret, and compile technical and statistical information and reports; understand and follow oral and written instructions; work independently and exercise good judgment; establish priorities and complete assignments; research, interpret, and apply local, State, and Federal laws and codes; collect, analyze, and interpret data pertaining to planning and zoning situations; apply urban, environmental, housing, zoning, and transportation planning principles and methods to local problems; assist with code and policy development related to planning and zoning; communicate effectively, orally and in writing; understand and interpret maps, plans, building elevations, specifications, and legal descriptions; operate personal computers and utilize planning applications and software used in office environments; read, understand, and apply State laws, local ordinances, and guidelines to permit applications; prepare written reports and oral presentations; make effective presentations in public meetings in a clear and concise manner; establish and maintain effective working relationships with other employees, policy makers, developers, and the public; read and interpret architectural and construction plans; participate in project development.

## **EDUCATION AND TRAINING GUIDELINES**

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

**Education:** Graduation from a four-year college or university with major course work in city or regional planning, urban planning, public policy, or a closely related field. Master's degree in a related field is highly desirable.

**Experience:** Five (5) years of increasingly professional work experience as a current planner. Two (2) years of experience can be substituted by a Master's degree.

**Licenses:** Possession of a valid California Driver's License and a satisfactory driving record, as determined by the City.

### **SPECIAL REQUIREMENTS**

Ability to attend evening meetings; ability to communicate effectively verbally and in writing; ability to manage multiple priorities and projects; ability to apply technical knowledge and explain information to a variety of audiences.