

CITY OF REDWOOD CITY SENIOR PLANNER

DEFINITION

To provide responsible and technical staff assistance in planning and development matters; to facilitate application for planning permits through the Zoning Administrator or Planning Commission; to provide information to the public on planning-related matters; and to prepare a variety of planning reports and documents.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Planning Director.

Assignments may include technical or functional supervision over subordinate planning positions.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Assume substantial responsibilities for current planning duties.

Respond to inquiries regarding zoning and subdivisions; review applications for compliance to ordinances.

Attend Planning Commission meetings; provide staff support; prepare the agenda for these meetings.

Prepare environmental impact reports and a variety of other planning-related reports.

Prepare meeting agendas for the Zoning Administrator, Plan Review Committee, and Subdivision Committee.

Assist with amendments to the General Plan and zoning ordinances.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of city and regional planning.

Recent developments, current literature, and informational sources in the field of planning and zoning.

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Research methods applicable to assigned work.

Laws underlying general plans, environmental review, zoning, and land division.

Principles of organization, administration, and personnel management.

Ability to:

Research complex planning issues; prepare technical reports.

Evaluate meeting preparation material; prepare agendas for a variety of planning-related committees.

Provide technical guidance to subordinate staff.

Establish and maintain effective working relationships with the public, other City personnel, and outside agencies.

Meet appropriate physical demands necessary for adequate job performance.

Experience and Training Guidelines:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years experience in the field of city or regional planning.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in planning or a related field. A Master's Degree in planning or related field is desirable.

License or Certificate:

Possession of a valid California Driver's License.

Effective Date: November, 1984

Bargaining Group: Redwood City Management Employees' Association