

## **SENIOR PLANNER (Non-Exempt)**

### **Nature of Work**

This is an intermediate to advanced, professional planner who performs a variety of supervisory, administrative and technical work oriented to current, long range and/or transportation planning. This individual's work involves the design and implementation of the comprehensive plan for the physical, social and economic development of the community. This position also includes the potential for project leadership, research, analysis, plan/report preparation and presentation and work with committees and the public.

The Senior Planner may be called upon to lead planning activities including zoning, land use, community development, transportation, historic preservation and/or other specialized program areas. If specific areas of planning are established, the employee may be required to direct the activities of one or more areas. This position is required to assist or take a lead in design, budgeting and resource management.

The Senior Planner should be self-motivated and work with considerable independence under general direction. Work is reviewed by the Principal Planner and/or Director of Development Services through reports, discussions and conferences with the supervising planner and/or other executive personnel. The work may require the supervision of planners, technicians and other support personnel.

### **Essential Job Functions**

*General:* Supervises project design; defines, organizes, and assigns work tasks; reviews work of other team members; monitors progress of projects. Reviews and/or prepares plans relating to one or more specialty areas and determines the degree of compliance with the regulations and approved plans. Meets with engineers, surveyors, developers and property owners regarding projects. Prepares and presents staff reports and recommendations and may be required to prepare and present quarterly or annual reports. Performs research, collects data, analyzes statistics, explains technical regulations and specifications. Determines work procedures, prepares work schedules and expedites workflow.

This position also maintains records and attends meetings of the Planning Commission, City Council, Fiscal Court and other legislative or quasi-legislative meetings.

### **Specific Areas or Work Program(s):**

#### **Development Services (Current)**

Administers subdivision & development regulations and zoning ordinances, and performs specialized work to ensure conformity by developers and property owners with adopted regulations and plans. Prepares staff reports and recommendations, prepares information for agenda and public notices. Oversees the distribution of technical review committee items and minor subdivision plats to the appropriate department and reviewing agency. Makes on-site inspections, interviews the public and reviews sites for issuance of "certification/approval letter".

#### **Comprehensive Planning (Long Range)**

Analyzes growth and development trends, collects and analyzes data including population, land use and other essential data necessary to develop the Comprehensive Plan and related studies. Projects may also include, but not be

limited to, site plan design, downtown planning, environmental impacts, and watershed and open space planning.

#### Transportation

Assesses development trends and impacts of development on local roads and corridors. Uses travel forecasting and database software to integrate transportation elements into long-range plans. Work may include, but not be limited to, traffic impact studies, corridor studies, transportation improvement plans, programming and transit studies. May also serve as the Commission's liaison to local, regional and state transportation committees.

*Other:* Performs other duties related to the position and as assigned.

#### **Job Standards**

*Education:* Master's degree in planning, public administration, or related field is required. Certification by the American Institute of Certified Planners (AICP) is recommended.

*Experience:* Minimum four (4) years of professional planning experience of a progressively responsible nature in a public planning agency is required. At least one (1) year of responsible supervisory and administrative experience preferred.

#### **Personal Performance Indicators**

*Knowledge of Job:* Has considerable knowledge and skills in one or more of the previously mentioned specialty areas of planning. Has considerable knowledge of sources of information concerning planning matters and of the techniques and procedures to analyze and report on planning issues and policies. Has comprehensive knowledge of the principles, laws, practices, and organization of federal, state and local government in the areas of planning, zoning and development. Has considerable knowledge of the general principles and practices of public finance, sociology, economics, real estate, and civil engineering as applied to planning and development. Has considerable knowledge of local government and intergovernmental relations.

*Ability to Perform Job:* Can read and comprehend maps, plans and blueprints. Can present data visually with maps, graphs and illustrations. Can present reports and recommendations in a clear, concise and persuasive manner. Can explain planning, zoning and development issues in simple, non-technical language, verbally and in writing. Can supervise and direct professional and technical personnel on a project basis to effectively and efficiently attain Commission goals, programs, and plans. Can effectively coordinate and review multiple projects simultaneously. Can make and enforce decisions in tactful, positive and productive manner. Can establish and maintain effective working relationships with government officials, employees, the general public and the Planning Commission.

*Quality of Work:* Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.

*Quantity of Work:* Performs described "Essential Job Functions" and related assignments efficiently and effectively to produce quantity of work which consistently meets or exceeds standards and expectations of the Commission.

*Dependability:* Assumes responsibility for performing assigned work and for meeting deadlines. Completes work on or before deadlines in accordance with directives, policies, standards and prescribed procedures.

*Attendance:* Attends and remains at work regularly, and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to staff of vacation time and other time off.

*Initiative & Enthusiasm:* Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities. Strives to anticipate work to be done, and initiates proper and acceptable direction for the completion of work.

*Judgement:* Exercises analytical judgement in areas of responsibility. Identifies problems or situations as they occur, and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert advice where appropriate, and researches problems, situations, and alternatives before exercising judgement.

*Cooperation:* Accepts policy and direction, and strives to meet the goals and objectives of same. Questions instruction and direction when clarification of results or consequences is justified, e.g., in cases of poor communication, variances with the Planning Commission, City, or County policies and procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between staff persons and departments with the Planning Commission, City and County.

*Relationships with Others:* Shares knowledge with staff for mutual and departmental benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships with staff and with employees in other departments, representatives from organizations, and the public to maintain goodwill toward the agency and to project a good image. Tactfully and effectively handles requests, suggestions, and complaints from other departments and persons. Emphasizes the importance of maintaining a positive image within the department. Interacts effectively with department heads, staff, elected officials, and the general public.

*Coordination of Work:* Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work assignments, and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time.

### **Minimum Standards to Perform Duties**

*Physical Demands:* Physical demands are representative of this position to successfully perform the essential functions. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions. Work is performed primarily in office settings. Some outdoor work is required in the inspection of various land use, subdivision and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the required duties, the employee is frequently required to talk and hear, sit, use hands, operate objects, tools or controls, and reach with arms and hands. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move

objects up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee occasionally works in all weather conditions and terrain types.

*Work Environment:* The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

