

SENIOR PLANNER

FUNCTION OF THE JOB

Under direction, to perform senior level professional work involving long-range land use planning and administration including development, implementation, and administration of comprehensive plans and land use regulations; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Conducts complex current and long-range municipal and County planning studies and research projects regarding land use, zoning, and development.
2. Reviews development projects and land divisions for communities and developers to ensure consistency with all applicable codes, ordinances, and regulations.
3. Acts as a team leader by assigning, reviewing, and coordinating the work of professional staff; by providing technical assistance and advice to staff; and by assisting with personnel issues.
4. Advises and assists communities in the development, implementation, and administration of comprehensive land use plans and related zoning and land division ordinances, official maps, and capital improvement projects, and by conferring with governmental officials to ensure compatibility of land use objectives.
5. Conducts and attends public hearings; and researches and prepares written findings of fact and recommendations on zoning and land division ordinances and amendments, conditional uses, and variances, land use amendments, long range planning, and official maps.
6. Confers with planners and engineers of other agencies on land use related problems.
7. Conducts or leads the investigation of possible land use violations, performs field inspections, determines compliance, recommends corrective action, oversees issuance of citations, and appears as a witness at appeals hearings or in court as needed.
8. Monitors and gives advice on the impact of state and federal legislation on land use programs and objectives.
9. Responds to inquiries from other agencies and the public regarding growth trends, population and land use changes, zoning controls, and other related planning issues.
10. Attends meetings to answer land use questions, discuss land use programs and to make presentations.
11. Prepares supportive data and reports necessary to substantiate plan content and program objectives.
12. Prepares or coordinates the preparation of maps, plans, charts, drawings, and other graphic materials of a complex level of difficulty.
13. Coordinates and oversees the division's office automation activities, including maintenance of databases, web site, and computer filing system; developing file standards; and records retention.
14. Establishes and maintains effective public and working relations with state and local agencies, officials, engineers, surveyors, developers, and the public.
15. Prepares special reports, manuals, public handout materials and press releases and maintains a variety of informational materials.
16. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of the methods and techniques used to develop and maintain a complex, comprehensive local or Countywide land use administration program.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

2. Comprehensive knowledge of the current principles and practices of land use planning, zoning, and subdividing, and other related land use matters.
3. Comprehensive knowledge of applicable laws and regulations governing land use planning, zoning, and subdividing.
4. Considerable knowledge of survey, research, and statistical techniques.
5. Considerable knowledge of the use and application of GIS technology in land use planning.
6. Ability to perform difficult and complex technical research work and to make comprehensive recommendations and reports.
7. Ability to research, develop, and implement comprehensive land use plans and programs.
8. Ability to analyze and interpret zoning and land division laws, ordinances, and regulations.
9. Ability to communicate effectively, both verbally and in writing.
10. Ability to maintain accurate and complete records and to prepare clear and detailed reports.
11. Ability to interpret subdivision designs, site plans, construction plans, specifications, maps, and layouts.
12. Ability to act as a team leader by assigning, reviewing, coordinating and guiding the work of others.
13. Ability to design, organize, and carry out a major plan; and oversee or perform investigative fieldwork.
14. Ability to prepare and make public presentations.
15. Ability to establish and maintain effective public and working relationships with state and local agencies, officials, engineers, surveyors, and the public.
16. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in planning, architecture, engineering, geography, landscape architecture or a closely related field.
2. Three years of progressively responsible work experience in land use planning and zoning administration.