

## PLANNER III

### **DEFINITION**

Under general supervision, compiles, analyzes, and interprets data related to the more complex social, economic, population, and land use trends; prepares written reports on the most complex planning matters and elements of the General Plan; and may provide lead direction and training to lower level employees.

### **SUPERVISION RECEIVED/EXERCISED**

Receives overall supervision from a Division Manager, Supervising Planner or designee. Exercises no supervision.

### **DISTINGUISHING CHARACTERISTICS**

Planner III is the advanced working class in the professional planning series of the Development and Resource Management Department. Development and Resource Management is responsible for coordinating the preparation of final project reports of survey and planning activities, including preliminary engineering design and cost estimates, and planning analyses and proposals. Incumbents in this class perform the most complex planning duties including population estimates, social statistics, land use, and economic growth. Incumbents may also provide lead direction and training to subordinate Planners. The class differs from Supervising Planner in that incumbents of the latter have full supervisory responsibility of a section within the department.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but are not limited to, the following:*

Compiles, analyzes, and interprets complex data related to social, economic, population, and land use trends.

Prepares written reports on a variety of complex planning matters and elements of the General Plan.

Participates in the preparation of graphic materials, comprehensive reports, or special reports concerned with planning issues and elements of the General Plan.

Prepares information and provides assistance to governmental agencies and individual citizens on matters relating to planning issues, property use regulations, and other planning functions.

Conducts special studies of land use, land economics, urban design, and other factors related to planning or zoning.

May provide lead direction and training to subordinate employees.

May attend meetings of the Planning Commission and City Council to advise, observe, present testimony, and assist in their deliberations.

Conducts research and studies leading to the preparation of reference standards and criteria for environmental controls, site utilization, urban growth, and the provision of urban services.

Works with citizen groups in the development, review, and implementation of Community Plans and planning policies.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Standard terminology, techniques, and practices of modern urban planning.

Planning research, technical writing, urban design, and drafting techniques.

#### **Skill to:**

Perform mathematical calculations related to planning and statistical research.

Operate modern office equipment including computer equipment.

#### **Ability to:**

Perform calculations quickly and accurately.

Prepare comprehensive written and oral reports for the information of the general public, advisory and legislative bodies.

Lay out, coordinate, and supervise technical work related to planning or zoning.

Interpret City zoning regulations and planning policies to the general public.

Establish and maintain effective working relationships with co-workers and the general public.

Communicate effectively, both orally and in writing.

Effectively lead and train subordinates.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor's Degree in urban planning, architecture, engineering, landscape architecture, geography or related field; and three years of experience equivalent to a professional planner within a planning agency. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

**Necessary Special Requirements:**

A valid California Driver's License at time of appointment.

APPROVED: Signature on File DATE: 06/06/2016  
Director of Personnel Services

MR/MA/co/04/27/90  
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