

## **SUPERVISING PLANNER**

### **DEFINITION**

Under direction, supervises activities of staff in the preparation of plans, policy proposals, zoning code enforcement and items for public hearings.

### **SUPERVISION RECEIVED/EXERCISED**

This classification receives supervision from the Division Manager. This class exercises supervision over assigned staff.

### **DISTINGUISHING CHARACTERISTICS**

Supervising Planner is the first-line supervisory 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 engineering design review, planning analysis and proposals. Incumbents assess needs and prepare and administer work schedules for planning projects and zoning code enforcement. This class differs from Planner III in that incumbents of the latter provide lead direction within a project team.

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

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

Prepares and administers schedules for planning, zoning, or code enforcement projects.

Supervises the activities of staff in the performance of engineering design review and the preparation of plans, policy proposals, items for public hearings, and enforcement of zoning ordinances.

Identifies projects to be performed by staff and develops schedules for their completion.

Schedules, plans, and completes special studies and prepares comprehensive reports, including memorandums, resolutions, or legislation.

Assists in the direction and administration of planning and zoning functions.

Directs and supervises professional staff in the analysis of community planning problems and preparation of planning proposals.

Assists in directing the development, interpretation, and implementation of the General Plan.

Attends meetings of the Planning Commission and City Council to advise, and present facts, expert opinions, information, and recommendations.

Directs staff in 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.

Pertinent zoning codes, regulations, and ordinances.

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

Pertinent building inspection, Development Service, Public Works and other governmental procedures.

Pertinent environmental policies and laws under the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).

Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

#### **Ability to:**

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

Plan and supervise the work of professional and technical staff in the compilation of technical data, research, enforcement, and the preparation of plans, policies, and studies for the implementation of planning.

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

Exercise sound independent judgment within general policy guidelines and operating parameters.

Make clear and persuasive oral presentations.

Establish and maintain effective working relationships with those contacted in the performance of duties.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor's Degree in urban planning, architecture, engineering or related field; and four years of experience as a professional planner within a planning agency, one year of which included progressively responsible lead experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

**Necessary Special Requirement**

May require possession of a valid California Driver's License at time of appointment.

APPROVED: Signature on File  
Director of Personnel Services

DATE: 06/06/16

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