



## CITY OF HALF MOON BAY

### Job Specification

**Class Title: Senior Planner**

**Status: Exempt**

**Department: Community Development**

**Reports To: Planning and Development Services Manager**

**Employee Group: Represented Management**

**Adopted by City Council/Resolution Number:**

**Modified:**

#### **DEFINITION**

The Senior Planner reviews and manages complex development projects through the entitlement process; performs professional duties in support of long range planning studies; interprets and enforces various zoning regulations of the City; completes complex and technical assessments and prepares written project analyses; provides professional advice and assistance to the public on planning, community development, zoning and permits; and perform related work as required.

#### **SUPERVISION RECEIVED/EXERCISED**

Receives general direction from the Planning and Development Services Manager. May provide functional and technical supervision over consultants and lower level planning staff.

#### **IMPORTANT AND ESSENTIAL DUTIES (ILLUSTRATIVE ONLY)**

- Performs a variety of complex professional planning duties in support of the City's planning programs including project management and staff liaison with the Planning Commission.
- Applies the policies and procedures of the City's Local Coastal Program (LCP) and reviews applications for consistency with the LCP, General Plan, codes and ordinances, as well as with federal, state, and other relevant external agency regulations, codes, and ordinances associated with current and advanced planning activities.
- Serves as project manager for private development projects, as well as for City planning projects; oversees discretionary review process for a range of projects including single-family residential, mixed-used development, and long-range planning studies; participates in the Project Review Team, an interdepartmental project review clearinghouse to coordinate with relevant City departments and applicable external agencies in order to provide meaningful feedback to applicants.
- Confers with and advises architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards; provides and clarifies information relative to land use, zoning, code interpretation, LCP compliance, General Plan compliance, signage and other issues.

- Plans, designs, develops, organizes evaluates and administers affordable housing programs; directs all aspects of assigned programs, including legal and regulatory compliance.
- Researches, analyzes and implements policies, procedures and programs governing the use of marijuana in compliance with the Adult Use of Marijuana Act.
- Manages consultant services for environmental assessments pursuant to the LCP and California Environmental Quality Act (CEQA), as well as other technical, economic and fiscal reviews; assists with monitoring contracts, compliance with contract requirements and project payments.
- Incorporates a community-based approach into the planning process that encourages community engagement in the preparation of planning policies and review of public and private development projects which impact the City and its neighborhoods; prepares information materials; assists in facilitating meetings and responding to community questions and concerns; and demonstrates incorporation of community input into the policies and designs of the projects assessed.
- Provides technical and functional supervision to lower level planning staff in the performance of their duties in such areas as current and advanced planning, including best practices in site planning and policy implementation.
- Collects, researches, reviews and organizes field and office data for the development of staff reports, analysis of development proposals, and/or preparation or modification of land use policies; compiles findings and prepares recommendations in written form for projects, including project analysis and conditions for permit approval; makes presentations at Planning Commission and City Council meetings.
- Participates in coordinating City planning and development related activities with other City departments and with outside agencies.
- Provides assistance to members of the public at the planning counter; performs a preliminary review of permit applications, documents and plans submittals to ensure accuracy and compliance with pertinent laws and established criteria; identifies any document gaps and provides information to the customer on what is needed to complete the application.
- Attends meetings, conferences, workshops and training sessions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of coastal and small town planning and other types of public services as they relate to the area of assignment.
- Performs other duties as assigned.
- Evening and weekend work is occasionally required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Operations, services, and activities of a comprehensive planning program including current and long range planning.
- Environmental assessments pursuant to the LCP, NEPA, and CEQA (e.g. Notice of Intent, Notice of Preparation, Initial Studies, Negative Declarations, Notice of Determination, etc.).
- State and Federal laws including the California Coastal Act, Subdivision Map Act, environmental laws, and other planning related statutes and regulations.
- Protection of environmentally sensitive habitats and open space areas.
- Modern principles and practices of technical and legal issues of coastal, urban and regional planning and zoning.
- Comprehensive, specific, precise, and area plans; form-based codes; and other current planning practices and the development review process.
- City and department policies and procedures related to the planning process.

- Principles and practices of project management and contract administration.
- Methods and techniques of conducting public meetings and presentations.
- Authority and role of the Planning Commission.
- Provisions of the Brown Act and Rosenberg's Rules of Order as they relate to the conduct of public meetings.
- Site planning and architectural design principles including streetscape and public spaces, landscaping, complete streets, and green streets and infrastructure.
- Fundamentals of civil engineering including geology, hydrology, grading, drainage, and multi-modal traffic and transportation engineering as they relate to the process of urban planning.
- Additional technical matters including urban economics and demographics as well as specific environmental subjects such as air quality, greenhouse gas emissions, noise and lighting.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Planning terminology and technical report writing techniques.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors and the public.

**Skill to:**

- Administer programs and the work of staff directly and through a subordinate level of supervision.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials, and present such material effectively at public meetings.
- Deal effectively with internal organizational issues.
- Communicate effectively both orally and in writing.
- Prepare reports, graphics and maps in a variety of formats.
- Use a personal computer for office and project review.
- Use the Application Tracking System and the Geographic Information System (GIS).

**Ability to:**

- Perform complex current and long range planning duties.
- Manage assigned projects in an efficient and effective manner, and prepare deliverables and work products.
- Interpret and apply federal, state and local laws, rules and regulations, policies and procedures pertaining to division programs and services.
- Assess, monitor, and report environmental impacts on and of various City programs and services; conduct and facilitate presentations before the Planning Commission, City Council and community groups.
- Interpret planning and zoning programs for the general public; identify and respond to issues and concerns of the public, Planning Commission and City Council.
- Analyze site design, terrain constraints, land use compatibility, utilities and other urban services; read and understand architectural and civil plans and drawings.
- Perform calculations and measurements to confirm project compliance with development standards.

- Interpret land use maps and legal descriptions of property.
- Conduct complex research projects, synthesize data, evaluate alternatives and make sound recommendations; coordinate assigned activities with other City departments and agencies as required.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Effectively represent the department and the City in meetings with governmental agencies, community groups and various business, professional, and regulatory organizations and individuals.
- Coordinate assigned activities with other City departments and agencies as required.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, on the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Train, assign, review, and evaluate subordinate personnel as assigned.

## **EDUCATION AND EXPERIENCE**

Sufficient education and experience to satisfactorily perform the duties of this classification are required. Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

### **Education:**

Possess a Bachelor's Degree from an accredited college or university, with major course work in urban and/or regional planning, landscape architecture, environmental studies or a closely related field; and

### **Experience:**

Five (5) years of professional planning experience. A master's degree in a field as listed above may substitute for (1) year of the required experience.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

## **WORKING CONDITIONS**

Working in a standard office environment is required in this position. Field work is also required and includes site visits, posting, and other out of office research and observation activities pertinent to planning policy development and project review. The incumbent must travel to and from work site.

**LICENSES, CERTIFICATES AND REGISTRATIONS**

Possession a valid California Class "C" Driver's License and satisfactory driving record.