

SENIOR PLANNER

DEFINITION

Performs responsible office and field work involving planning, zoning, and land use; supervises and assigns the work of planning staff; provides staff support to Planning Advisory Committees, the Planning Commission, the Local Agency Formation Commission, Board of Supervisors and other boards, commissions, and committees; interprets Department plans, codes, regulations in the absence of the Director and Deputy Director; reviews, assesses, and prepares reports for current application proposals and recommends necessary modification for compliance with California Environmental Quality Act, California statutes, County plans, ordinances, resolutions, and policies; prepares plans, reports, technical documents, and ordinances; provides credible, accurate assistance to departmental clients; and performs the more complex planning and project management assignments for the County.

Employees in this classification receive broad general direction of objectives to be accomplished, minimal supervision within a broad framework of policies and procedures, and are responsible for understanding and procuring necessary resources to complete tasks in a timely manner. Employees in this classification may assign, coordinate, and supervise the work of others.

SUPERVISION RECEIVED AND EXERCISED

This position receives general supervision from the Deputy Planning Director, Planning Director and/or LAFCo Executive Officer.

Exercises lead direction over Planner I, Planner II, and Planner III as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS

May supervise planning functions of the Planning Department.

May direct train, and supervise the work of others as assigned.

Prepares Planning Commission and Planning Advisory Committee meeting agendas under direction of Deputy Planning Director.

Monitors permit functions for compliance with regulations and mandatory time frames.

Prepares, reviews, and serves as project manager for environmental documents (Notices of Exemption, Negative Declarations and Environmental Impact Reports).

Reviews, assesses, recommends, and reports on current planning and permit planning project applications; prepares correspondence, public hearing notices, and all associated documentation.

Reports and documents concerning assigned projects; conducts meetings with Departmental clients regarding recommended conditions and application processing; prepares and reviews staff reports and completes projects as assigned.

Reviews and approves work of other planners.

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Prepares staff reports, environmental reports, and other documents.

Presents project staff reports and environmental review recommendations to various Planning Advisory Committees, the Planning Commission, the Local Agency Formation Commission (LAFCo) and the Board of Supervisors.

Accurately and credibly answers inquiries by departmental clients regarding application procedures, requirements, and the scope of policies and regulations associated with the use of land.

Conducts field reviews and prepares necessary documents in compliance with CEQA and the County's Environmental Review Process.

Performs site inspections on various planning projects and programs.

Accurately and credibly explains County codes and policies related to planning, zoning, mining, the Williamson Act program and land use matters.

Reviews building permits for compliance with zoning ordinance. Reviews creation of the parcel for compliance with the Subdivision Map Act and County Subdivision Ordinance.

Serves as project manager and allocates resources of other staff members for the preparation of Environmental Impact Reports, specific plans, area plans, or other projects.

Serves as regular staff to Planning Advisory Committees for ongoing meetings and prepares area plans.

May be temporarily assigned to the County of Mariposa Local Agency Formation Commission.

May assign, prioritize and review project applications.

Acts as liaison or committee member with other County, State and Federal agencies regarding the review of projects.

May be assigned to serve as the Department's representative for collaborating planning efforts.

Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

Advanced principles, accepted practices, and techniques of planning and land use.

Basic principles of compiling data using geographic information systems (GIS).

Advanced knowledge of the California State Planning and Land Use Act, the California Environmental Quality Act and its Guidelines, and County Plans, ordinances, policies, and regulations adopted pursuant to these laws; advanced knowledge is distinguished by an ability to

cite cases, code sections' content, process, defining thresholds, and ability to discern, explain, and propose interpretation backed by appropriate citations.

Knowledge of the US Constitution and Federal laws and regulations affecting local land use controls, an understanding of the National Environmental Policy Act and its implementation for the US Forest Service and National Park Service, California's Surface Mining and Reclamation Act, and seminal court decisions affecting interpretation of planning and land use regulations.

A clear understanding of local environmental, topographic, hydrologic, and climatic conditions.

Appropriate techniques for environmental analysis.

Current and historic trends in Federal, State and local planning.

Principles and practices of supervision and training.

Supervising staff ensuring work is within appropriate job classifications.

Ability to:

Supervise and train others.

Perform the more complex technical planning work.

Manage projects, resources, and budgets.

Make clear, credible, and accurate presentations to various advisory groups, commissions, and boards.

Carry out the Departmental and County missions.

Understand, interpret and apply State laws, and local ordinances, requirements and regulations related to planning.

Analyze and interpret related planning legal documents; locate and read property descriptions.

Use appropriate computer software in the preparation of presentations, reports, graphics, displays, and maps.

Analyze situations and develop appropriate courses of action.

Understand and execute written and oral instructions in a timely and accurate manner.

Communicate effectively in both oral and written forms.

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

Read and understand site plans, grading plans, landscape plans, and architectural elevations.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts, skin irritants, working at heights.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; traverse uneven terrain; lift and/or move light weights; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Three years of land use planning experience, of which one year shall be in a public agency.

Education:

High school or GED equivalency is required. Graduation from an accredited four year college or university with major course work in planning, architecture, landscape architecture, public administration, environmental studies, or directly related courses.

Substitution:

Additional qualifying experience may be substituted for the college education on a year-for-year basis.

Additional Requirements:

Possession of a valid California Driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.