

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	SENIOR PLANNER
DEPARTMENT:	PLANNING AND BUILDING SERVICES
REPORTS TO:	VARIOUS

CLASS CODE: 24014
FLSA STATUS: E
DATE: 02/00

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under general direction, plans, assigns and directs the work of Coastal Planning or Current Planning or other divisions within the department; supervises professional, technical and clerical staff in the accomplishment of their work; performs professional level planning work, coordinates the work of the division with other divisions within the department, other departments, agencies and boards. May act as hearing officer, Coastal Permit Administrator and Zoning Administrator. Incumbents in this classification are responsible for supervision and work activities within a division of the department as well as performing professional level planning work. Incumbents receive indirect supervision within a broad framework of overall objectives and policies.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Makes assignments, shifts personnel to meet time commitments, reviews and redirects work, compiles information into final reports, and presents or supervises the presentation of reports or studies to various boards, commissions and community groups.

Provides information and direction to subordinates on interpretation, precedent, and policy; directs departmental policy regarding development projects.

Reviews and edits staff reports, and written materials.

Performs project management, including preparing correspondence and reports.

Attends public hearings as staff representative or hearing officer.

Develops scope of work and conducts long-range planning studies.

Develops, communicates, and monitors policies, procedures, and standards for the division; recommends improvement when necessary.

Reviews and approves Coastal Development Permits.

Confers with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Assists in the preparation of the annual budget and various contracts related to the Planning Division.

Monitors budget and contract expenditures during the fiscal year, makes recommendations for modifications of expenditures.

Conducts planning studies within the area of responsibility.

Prepares federal and state grant requests for planning related assistance and acts as an information source for the public, other County departments, and state and federal agencies on planning issues.

Recommends merit salary increases, assists in the selection of staff, orients, trains and evaluates performance.

Prepares reports for most complex and controversial planning studies and land use development projects.

May act as hearing officer for coastal development permits, variances, use permits and development review.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer
Vehicle

General Office Equipment

Camera Audio/Visual Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Urban Planning, or a related field; and,

Five years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid State Driver's License

AICP (desirable)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Advanced principles, methods, and techniques utilized in land use and environmental planning.

All applicable state, federal and local ordinances, laws, rules and regulations.

Socio-economic, and environmental principles and their application to urban and rural development and conservation.

Research methodology and standard statistical methods and procedures as they apply to planning.

Principles and practices of public administration.

Recordkeeping, report preparation, filing methods and records management techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Basic budgetary principles and practices.

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Methods and techniques of research, statistical analysis and report presentation.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Using mathematics.

Communicating clearly and effectively, both orally and in writing.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to determine work priorities and effectively coordinate and schedule personnel and other resources.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to identify and analyze problem situations, establish priorities of action based on analysis, and take appropriate action to resolve problems.

Ability to prepare and present complex technical reports.

Ability to interpret a variety of instructions in written, oral, diagram or schedule form.

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to determine appropriate research methodology for project studies and insure that analysis is complete and accurate.

Ability to supervise the preparation of, or perform, complex, difficult, or specialized planning studies and speak effectively before public groups and respond to questions.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to walk, hike, stand, and lift and/or move up to 25 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. Field work is also required.

The incumbent's working conditions are typically moderately quiet.

file: srplanr.24013

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.