

City of Saratoga
Planner Series (Planner I/Planner II/Senior Planner)
Exempt

DEFINITION

To perform a variety of professional planning duties including zoning and planning administration, environmental review, assistance in housing programs, plan preparation, and special projects; and to prepare reports and recommendations relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Planner I

Planner I is the entry level class in the Planner series. This class is distinguished from the journey level class of Planner II by the performance of the more routine tasks and duties assigned to positions within the series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related professional work experience. Employees work under general supervision while learning job tasks.

Planner II

This is the journey level class within the Planner series. This class is distinguished from the Planner I by the assignment of the full range of professional duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Planner I level.

Senior Planner

This is the advanced journey level class within the Planner series. This class is recognized above the journey level by the assignment of significant responsibility and possession of specialized knowledge, abilities, skills and experience. Employees at this level perform work requiring significant independent judgment. Positions of this level typically provide direct supervision to professional, technical and clerical staff.

SUPERVISION RECEIVED AND EXERCISED

Planner I

Receives general supervision from professional or management staff and may receive technical and functional supervision from other professional staff.

Planner II

Receives direction from supervisory or management staff. Exercise technical and functional supervision over professional and technical staff, and may exercise direct supervision over technical staff.

Senior Planner

Receives general direction from management staff. May exercise supervision over professional,

technical and clerical staff.

ESSENTIAL DUTIES

The duties described below are intended to provide only a summary of the typical functions of the job. This is not an exhaustive or comprehensive list of all possible job responsibilities and the duties of the jobholder might differ from those outlined in the job description.

- Conduct studies and prepare reports related to mid-range and long-range planning projects.
- Evaluate and review development plans for compliance with policies, specifications and conditions of approval.
- Compile, update, and analyze data on land use, population, urban growth patterns, economic and social trends, industrial development and other demographic data essential to land use planning.
- Assist in conducting analytical research investigations as assigned, regarding environmental or other planning related issues.
- Interpret zoning ordinances, development standards, city plans and policies regarding development for public inquiry.
- Process development applications and prepare Planning Commission reports.
- Represent the City in various public forums and agency meetings as assigned.
- Prepare reports, including findings and recommendations for management, boards and commissions; prepare maps and other graphic representations.
- Establish and maintain appropriate files, and prepare correspondence as required.
- Provide public information to callers and visitors related to planning activities.
- Assist in plan preparation, coordination, monitoring and other activities related to federal, state, and local housing programs.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

Planner I

Knowledge of:

- Principles and practices and trends of public planning.
- Maps, site plans, and architectural drawings.
- Laws, rules, and regulations pertaining to zoning and land use.
- Research and investigative procedures.
- Statistical and research methods as applied to the collection, analysis, and presentation of planning data.
- Modern office procedures, methods and computer equipment.
- Business correspondence, report writing, and English usage, spelling, punctuation and grammar.
- Computer software, including word processing, spreadsheet, database, and graphics applications.

Ability to:

- Analyze and compile technical and statistical information related to planning issues.
- Interpret and explain planning and zoning programs to the general public.
- Read and interpret architectural and engineering plans and specifications.
- On a continuous basis, learn to know and understand all aspects of the job.
- Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe planning activities and problem solve when appropriate; understand, interpret and explain applicable ordinances, statutes and City policies and procedures.
- Read, understand and interpret a variety of maps, site plans, architectural drawings, specifications, environmental impact reports, ordinances, and regulations related to work.
- On a continuous basis, sit at desk or in meetings for long periods of time; twist and reach office equipment; stand, walk, bend, climb, or squat while conducting field checks; write and use keyboard to communicate through written means; visually differentiate between colors on land use maps; and lift or carry weight of 10 pounds or less.
- Prepare reports on graphic presentations, including maps, plans, charts, and tables.
Learn applicable laws and regulations pertaining to environmental protection and land use development.
- Use a computer, calculator, telephone, facsimile machine, photocopy machine, and microfilm reader printer.
- Analyze situations quickly and objectively and determine proper course of action. Attend evening and weekend meetings.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION, EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

At least one (1) year of planning technician and/or professional planning experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, environmental studies, engineering, geography or a related field.

Planner II

In addition to the qualifications for Planner I:

Knowledge of:

- Principles, objectives and procedures of municipal planning, urban design, and zoning.
- Environmental laws, regulations, and review processes.
- Techniques used in the development and maintenance of comprehensive plans.
- Applicable laws related to sub-division, annexation, zoning and land use.

Ability to:

- Perform complex planning work requiring independent judgment.
- Represent the planning division at community and neighborhood meetings.

EDUCATION, EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

At least three (3) years of professional planning experience performing duties similar to Planner I with the City of Saratoga.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, environmental studies, engineering, geography or a related field.

License or Certificate:

Possession of, or ability to obtain, a valid California Driver's License.

Senior Planner

In addition to the qualifications for Planner II:

Knowledge of:

- Principles, objectives and procedures of development control.

Ability to:

- Handle a variety of complex assignments involving different analytical approaches.
- Train, assign, review, and evaluate subordinate personnel as assigned.
- Gather, analyze, and interpret a variety of complex, technical data.
- Provide project leadership.
- Work with a minimum of supervision.
- Function as a project leader on major current and advanced planning projects.

EDUCATION, EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

At least five (5) years of progressively responsible professional planning experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, environmental studies, engineering, geography or a related field.

License or Certificate:

Possession of, or ability to obtain, a valid California Driver's License.

WORK ENVIRONMENT AND PHYSICAL DEMANDS**Physical Requirements**

The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without reasonable accommodations.

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position and;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Environmental Requirements:

Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.