

## **SENIOR PLANNER**

### **DEFINITION**

Under general direction, to perform complex professional City planning functions and assignments; to develop planning studies, environmental reviews, community design, and general plan preparation and amendments; to assist with planning goals and policies formulation and implementation; to perform zoning enforcement; to explain planning and zoning ordinances, regulations, and policies to the public; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Exempt. Bargaining Group: Mid-Management Unit.

### **DISTINGUISHING CHARACTERISTICS**

This is the fully experienced journey level in the professional Planner class series, incumbents are expected to perform a board range of complex planning and zoning enforcement assignments. Incumbents perform the full scope of current and advanced planning work.

### **REPORTS TO**

Community Development Director, or as assigned.

### **CLASSIFICATIONS SUPERVISED**

Incumbents may provide work direction and coordination for technical planning support staff and less experienced professional planning personnel.

### **ESSENTIAL FUNCTIONS**

Duties may include, but are not limited to the following:

- All essential functions listed in the Associate Planner classification.
- Reliable and dependable attendance and punctuality.
- Leads and performs complex and high-level professional planning work in both current and long-range planning.
- Manages and coordinates major planning initiatives, including General Plan updates, Specific Plans, zoning code amendments, and strategic policy development.
- Conducts complex research, demographic analysis, and land use studies; synthesizes findings into planning recommendations and reports.
- Oversees the review and processing of advanced land use applications including subdivisions, rezonings, conditional use permits, and major development projects.
- Serves as project manager for high-profile and sensitive planning projects, including interdepartmental and interagency coordination.
- Prepares, reviews, and manages the preparation of staff reports, maps, exhibits, California Environmental Quality Act (CEQA) documentation, and technical documents.
- Supervises and mentors planning staff.
- Assigns work, provides guidance, reviews performance, and ensures consistent application of policies and procedures.

- Interprets and applies state and local planning laws, zoning codes, subdivision regulations, environmental regulations, and development standards.
- Coordinates and facilitates public outreach efforts, stakeholder meetings, workshops, and community engagement processes.
- Presents recommendations and findings to the City Council, Planning Commission, and other advisory bodies.
- Prepares and delivers professional-level presentations at public meetings and hearings.
- Evaluates environmental impacts of proposed developments in compliance with CEQA.
- Prepares or oversees environmental documents such as Initial Studies, Negative Declarations, and Environmental Impact Reports (EIRs).
- Develops and drafts updates to zoning ordinances, development standards, design guidelines, and General Plan elements.
- Advises elected and appointed officials, senior management, and the public on planning-related policies and regulations.
- Responds to complex public inquiries, development proposals, and citizen concerns regarding planning policies, zoning requirements, and land use regulations.
- Investigates zoning violations and coordinates with code enforcement to ensure compliance with applicable regulations.
- Attends and may lead evening and weekend meetings, public hearings, and workshops as required.
- Stays current on planning trends, legislation, and best practices to inform policy and regulatory updates.
- Perform related duties as assigned.

**Knowledge of:**

- Correct English usage, spelling, grammar, and punctuation.
- General theory, principles, and practices of land use planning and their application to a variety of planning problems.
- Purposes and procedures of public agencies, boards, and governing bodies.
- Laws, rules, regulations, and policies affecting land use and zoning.
- Research methods and statistical analysis.
- Environmental impacts of changes in land use.
- Graphic illustration and presentation.
- Computers and software used in professional planning work.
- Use of Geographic Information Systems (GIS).
- Site and building plan review to ensure compliance with planning regulations.

**Ability to:**

- Perform advanced professional planning work with minimal supervision, including policy analysis, long-range planning, complex development review, and environmental compliance.

- Provide consistent leadership, mentorship, and technical direction to professional planners, technicians, interns, and administrative support staff.
- Interpret, analyze, and apply complex laws, codes, ordinances, General Plan elements, CEQA documents, and other planning-related materials with a high level of proficiency.
- Collect, evaluate, and synthesize technical, statistical, and spatial data to inform planning decisions and policy recommendations.
- Review and interpret site plans, architectural drawings, topographic maps, zoning maps, and other development-related graphics.
- Exercise sound professional judgment and independent decision-making in resolving planning, land use, and zoning issues, especially in high-stakes or politically sensitive situations.
- Prepare well-organized, accurate, and persuasive reports, plans, policies, and communications for decision-makers, the public, and other stakeholders.
- Use advanced features of planning software (such as GIS, permit tracking systems, and presentation tools) to support analysis, visualization, and reporting.
- Communicate complex planning concepts clearly and effectively through both oral presentations and written correspondence.
- Represent the planning division with professionalism in interdepartmental teams, public forums, community meetings, and regional working groups.
- Build consensus, facilitate productive dialogue, and resolve conflicts among diverse stakeholders, including developers, residents, staff, and elected officials.
- Maintain effective working relationships with City staff, public agencies, applicants, consultants, and the general public.
- Manage multiple projects and shifting priorities effectively, meeting deadlines while maintaining high-quality work and attention to detail.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, postage machine, and FAX.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; occasionally work outside; frequent contact with other staff and the public.

**MINIMUM QUALIFICATIONS**

- Possession of a valid California driver's license.
- Five (5) years of responsible work experience in performing professional planning work in a public agency.
- Graduation from an accredited college or university with a bachelor's degree with major work in urban and regional planning, public administration, geography, architecture or closely related field, **OR** an additional two (2) years of responsible work experience in performing professional planning work.

**DESIRED QUALIFICATIONS**

- Graduation from an accredited college or university with a master's degree with major work in urban and regional planning, public administration, geography, architecture, or closely related field.
- One (1) to two (2) years of supervisory experience.

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