

## **CITY OF FONTANA SENIOR PLANNER**

**DEFINITION:** Under direction from the Planning Manager, performs advanced level professional planning work in current or advanced planning; and provides responsible staff assistance to the Planning Manager. Exercises functional and technical supervision over professional, technical and clerical staff.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Coordinate special planning, zoning and environmental studies; provide lead supervision and technical assistance to professional, technical and consulting staff.
- Assist in the development and implementation of goals, objectives, policies and priorities.
- Confer with engineers, developers, architects, consultants, outside agencies and the general public in acquiring information and coordinating planning and zoning matters; provide information regarding City development requirements.
- Review and process development plans, tract and parcel maps; review various development applications for compliance with appropriate regulations and policies; prepare reports and recommendations.
- Analyze and interpret land use, population, economic and social data; prepare written and graphic reports on various planning and environmental matters.
- Develop and present reports and recommendations on various development permits and applications.
- Develop general plan elements and amendments; process amendments to specific plan.
- Present and recommend development proposals to the Planning Commission and City Council; attend and participate in professional groups and committees.
- Provide information to the public regarding zoning, land use and the general plan; monitor the plan check activities of staff; participate in public meetings as necessary.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance.

## **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Principles and practices of urban planning and development.
- Methods and techniques of effective technical report preparation and presentation.
- Research methods and sources of information related to urban growth and development.
- Recent developments, current literature and sources of information related to municipal planning and administration.
- Pertinent Federal, State, and local laws, codes and regulations including general plans, zoning, land subdivision and environmental law.

Ability to:

- Analyze site design, terrain constraints, circulation, land use compatibility, utilities and other urban services.
- Supervise and train assigned staff.
- Ensure project compliance with Federal, State and local rules, laws and regulations.
- Interpret and apply pertinent laws, rules and regulations.
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- Prepare and analyze technical and administrative reports, statements and correspondence.
- Read and interpret blue prints.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

**Experience:** Three years of responsible professional urban planning experience.

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major coursework in planning, public or business administration or a related field.