



## SENIOR PLANNING ANALYST

*Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.*

### **Definition:**

Under general direction, this position performs a wide variety of difficult and complex professional level work in support of the Community Development Department's processes and programs and is responsible for varied and complex special projects. The Senior Planning Analyst also performs current and/or long-range planning duties and provides information and assistance to developers, the business community, and the public on planning, housing, and development related matters.

### **Classification Characteristics:**

This is a senior level class that performs a full range of duties including complex analytical and planning tasks. Employees at this level receive only occasional instruction or assistance and may exercise technical and functional supervision over administrative and technical staff.

### **Essential Functions:**

- Conduct assigned administrative, fiscal or operational project activities, prepare and maintain records, perform research and analysis as required; prepare reports which present and interpret data and identify alternatives; make and justify recommendations.
- Participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; draft new policies and assist in implementation following approval.
- Participate in special projects including research of new programs and services, budget analysis, and preparation of feasibility analyses; prepare and present reports; participate in a variety of City operations.
- Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards; provide consultative advice.
- Review development proposals and applications for compliance with appropriate regulations and policies; evaluate environmental impact; prepare reports and recommendations.
- Manage City improvement projects from inception through construction; prepare necessary correspondence and documents; participate in the review and approval of outside contracts.
- Participate in managing contract compliance with outside contractors; ensure work completed is within outlined specification; ensure issuance of payments; perform inspections at specific intervals.
- Review, assign, and process development permit applications including those for subdivisions, lot line adjustments, variances, land use permits, and zoning amendments.

- Review development proposals and applications for compliance with appropriate regulations and policies; evaluate environmental impact; prepare reports and recommendations.
- Interpret and apply land use, environmental quality, subdivision, and general planning laws and regulations to ensure the compliance of City development projects and municipal code amendments.
- Inspect properties and structures for compliance with current City zoning codes and regulations; recommend improvement and programs as appropriate; identify and recommend corrective actions as necessary.
- Coordinate and monitor a variety of programs; document work progress.
- Prepare comprehensive technical records and reports pertaining to assigned area of responsibility; conduct research and comprehensive data collection efforts to support analysis.
- Prepare staff reports, resolutions, ordinances, and make presentations to the City Council and City commissions.
- Receive and respond to complaints and questions from the general public relating to assigned area of responsibility; review problems and recommend corrective actions; prepare summary report as required.

**Qualifications:**

Knowledge of:

- Operational characteristics, services and activities of assigned program area including operational functions.
- Methods and techniques of research, program analysis, and report preparation.
- Principles and procedures of complex record keeping.
- Modern office methods, practices, procedures, and equipment including a computer.
- English usage, spelling, grammar, and punctuation.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Journey level principles and practices of urban planning and development.
- Journey level site planning and architectural design techniques and methods.
- Laws underlying general plans, zoning, and land divisions.
- Applicable environmental laws and regulations.
- Current literature, information sources, and research techniques in the field of urban planning.
- Public relations techniques.
- Modern office methods, practices, procedures, and equipment including a computer.

Ability to:

- Administer contracts with outside service providers.
- Monitor work quality and progress of work provided by outside service providers.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Research, analyze, and evaluate programs, policies, and procedures.
- Organize and consolidate statistical data.
- Prepare clear and concise reports.

- Independently prepare correspondence and memoranda.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written directions.
- Interpret and apply administrative and departmental policies and procedures.
- Prioritize work activities to meet established timelines.
- Respond to difficult and sensitive public inquiries.
- Perform professional current and long-range planning activities.
- Work independently in the absence of supervision.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff, City officials, and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

Five years of increasingly responsible administrative and analytical experience including analysis and coordination of public programs and including two years of responsible experience in urban planning including design, complex examination, and program analysis.

Training:

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

License or Certificate:

Possession of a California Class C Driver's License.

**Working Conditions:**

Work in an office environment including sustained posture in a seated position for prolonged periods of time; standing, walking, kneeling squatting, and stooping. Subject to frequent interruptions and contact in person and on the telephone. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Lift, drag and push files, paper and documents weighing up to 25 pounds. Speaking and acute hearing is required when providing phone and in-person service. Near and far vision is required for reading written reports, work related documents and for completing site visits. Drive motorized vehicles.