

CITY OF MILPITAS
Effective: January 16, 2001
EEOC: Professional
FLSA: Exempt
Unit: Exempt
Physical: 6

SENIOR PLANNER
Exempt, Management

DEFINITION

Under general direction, assist the Planning Manager and participate in overseeing departmental programs; perform professional planning work of considerable difficulty in the field of urban planning; and supervise and train professional and technical staff as assigned.

SUPERVISION EXERCISED

Exercise direct and indirect supervision over professional, technical, and clerical staff.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*
Plan, organize, and supervise the work of other staff and/or programs.

Analyze and coordinate the preparation of reports and recommendations on zoning matters, design review, housing ordinance interpretations and modifications, variances, subdivisions, and environmental review activities.

Review and direct the preparation of special planning, zoning, and environmental studies.

Administer consultant contracts.

Represent the Planning function and the City as a whole and make presentations at City Council, Planning Commission, and other public meetings, as required.

Coordinate planning and housing activities with other City departments and outside agencies.

May assist in the preparation and administration of the planning functions budget.

Perform specialized and complex aspects of professional planning.

May be called upon to act as the Planning Manager when the Planning Manager is unavailable.

Administer processes related to the General Plan, zoning, housing, subdivision, and sign ordinances.

Oversee the maintenance of detailed socio-economic data and relevant statistics; coordinate and participate in the computerization of planning statistics and records.

May be required to set-up and supervise the establishment of new systems to create Planning efficiencies.

May supervise, train, and evaluate professional, technical, and clerical staff.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of: Principles and practices of comprehensive urban planning.

Recent developments, current literature, and informational sources in the field of housing, planning and zoning.

Research methods and techniques.

Applicable federal, state and local laws, rules and regulations relating to planning and housing

Principles of organization, administration, budget, and personnel management.

Ability to:

Plan the work of professional and technical staff in compilation of technical and statistical data, research, and the preparation of plans and technical papers.

Establish and maintain effective work relationships with the public and other City staff.

Communicate effectively, orally and in writing.

Interpret and explain applicable codes and ordinances.

Prepare, analyze and make recommendations regarding plans and applications received from developers, contractors and the general public.

Study, analyze, and compile technical, statistical, and economic information pertaining to planning, housing, and zoning research.

Make field visits and inspections of sites and buildings.

Supervise, train, and evaluate professional, technical, and clerical staff.

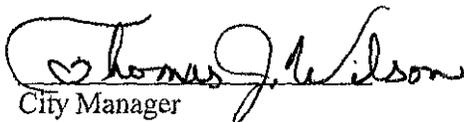
EXPERIENCE AND EDUCATION

Any combination of experience and education 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 professional experience in the field of planning with exposure to the various specialties within the field including: current, long range, environmental, housing, and transportation. Some exposure to management of staff and/or major programs.

Education:

Equivalent to completion of Bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, housing, or a closely related field.


City Manager

2-16-01
Date