



City of Pacific Grove  
Established Date: 12/18/2013

## PLANNER, SENIOR

**SUMMARY:** Under general supervision, supervises the functions and staff of the Community & Economic Development Department (C&EDD) Current Planning Program; processes discretionary land use permits, and provides planning assistance to the community.

**ESSENTIAL FUNCTIONS:** -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Supervises the Community & Economic Development Department (C&EDD) Current Planning Program, including land use applications and development proposals; assists with advance planning and code compliance tasks and projects as needed.
- Ensures that planning services are provided in alignment with land use constraints; prepares technical documentation for environmental impact issues; updates C&EDD website as needed, including regular updates to Board and Commission pages with agendas and minutes.
- Supervises staff, develops priorities, and assigns tasks and projects; trains staff, and conducts performance evaluations; meets regularly with staff to discuss C&EDD programs, workload, priorities, customer service, and technical issues.
- Analyzes Current Planning Program functions, programs, services, and activities to ensure they are meeting the needs of customers; explains and interprets C&EDD programs, policies, and activities.
- Acts as case manager for complex current planning projects; including coordination with outside agencies, review of related technical reports, review for application completeness including site plan review, and review for compliance with zoning code, general plan, land use plan, and any specific plans; researches critical issues, evaluates records and files for accuracy and completeness, and prepares summary reports.
- Reviews and prepares environmental compliance, CEQA and other related documents.
- Prepares legal notices for public hearings, projects, and technical compliance documentation; presents reports to City Boards and Commissions.
- Monitors caseloads, workflow, and timeline requirements for planning projects; ensures that quality and timeliness standards are met, and quality customer services are provided.
- Serves as technical advisor to Architectural Review Board, Historic Resources Committee, and Planning Commission for review of planning projects.
- Acts as staff for Architectural Review Board and Historic Resources Committee meetings, including preparation of agendas, notices and minutes and attends all hearings.
- Manages administrative functions for work group, including personnel actions, budgets, and purchasing.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

Bachelor's Degree in Urban Planning, Business or Public Administration; AND five years of experience managing community development and urban planning programs; OR an equivalent combination of education, training, and experience.

### **Knowledge of:**

- City policies and procedures.
- Federal regulations, state statutes, case law, and local ordinances governing planning, zoning, municipal services, and urban development, including California Environmental Quality Act.
- Principles, practices and procedures of urban planning, community development, land use, zoning regulation, permitting, code compliance, and environmental protection.
- Principles and practices of public sector administrative management, including performance management, personnel rules, accounting, budgeting, and contract management.
- Environmentally responsible and resource-efficient community development techniques.
- Principles of records management, including Geographic Information Systems (GIS).
- Geography, roads, and landmarks of City and surrounding areas.

### **Skill in:**

- Interpreting and applying technical standards and procedures, federal and state rules and regulations, and City policies and procedures governing Community Development functions.
- Using initiative and independent judgment within established procedural guidelines.
- Supervising staff, delegating tasks and authority, and coaching to improve staff performance.
- Establishing and maintaining cooperative working relationships with City employees, representatives from other regional agencies, community groups, and advisory groups.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a personal computer utilizing standard and specialized software.
- Communicating effectively verbally and in writing.

### **LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License is required. Professional certification through the American Institute of Certified Planners (AICP) is preferred.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment. May anticipate lifting approximately 25 lbs at a time and be able to stand on a ladder for file property files in banker boxes on shelves.