

SENIOR CITY PLANNER, 7947

Summary of Duties : Supervises the work of a large specialized section engaged in professional City planning activities; and does related work.

Distinguishing Features : A Senior City Planner supervises the work of a large specialized section of the City Planning Department involved in a particular major phase of general plan, subdivision and parcel map, or zoning and public hearings work. Assignments usually outline general objectives and work is evaluated on results attained. Guidance is received through City Planning Commission requests and policies, and through conferences with, and instructions from supervisors. Employees of this class may act for their superiors in accordance with standing directives or as specifically assigned.

Examples of Duties : Supervises, plans, coordinates, and reviews the work of a large specialized section of the City Planning Department; reviews the development, preparation, and updating of long, intermediate, and short range zoning and other plans for the City as a whole and for smaller areas and districts; supervises investigations, public hearings, and report preparation on specific planning and zoning matters; supervises the preparation of reports, recommendations, maps, and special exhibits for presentation to the City Planning Commission, Board of Zoning Adjustments, City Council, and other governmental and civic organizations; reviews or supervises the review of proposed zone changes and variances, subdivisions, parcel and private street maps, and other matters for their effect on the City general plan; reviews and recommends approval of proposed locations and land acquisitions for public buildings and facilities or for other public use including streets and highways; supervises field and office work required to prepare land use studies and maps, central City studies, and general plans for the location of fire stations, schools, and recreation and other public facilities; supervises planning research activities which involve designing and implementing automated information systems and the use of color computer graphics equipment; assures that the work of the section is in agreement with the policies and interests of other sections and divisions of the department, acts for a Principal City Planner when so designated;

Represents the City Planning Department at conferences with other governmental agencies, City departments, and private organizations; speaks before civic, community, governmental, and professional groups to explain and advise on planning and zoning matters; participates in staff conferences; prepares preliminary section budget requests; may make recommendations on the employment or promotion of professional and subprofessional personnel; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the principles, practices, techniques, and purposes of City planning and urban design including the development and maintenance of a comprehensive general plan and its legal implementation; a good knowledge of the planning process including how planning fits into decision making, and steps in the planning process; a good knowledge of citizen participation techniques; a good knowledge of legal background and tools of planning; a good knowledge of environmental assessment techniques and the preparation of Environmental Impact Reports; a good knowledge of the principles of supervision and coordination as they relate to the direction of a planning function; a good knowledge of safety principles and practices; a working knowledge of laws and regulations related to equal employment opportunity and affirmative action; a working knowledge of physical city development, including theory of City form, land use, transportation, utilities, and shelter; a good knowledge of computer and systems analysis applications to city planning operations research such as math models and simulation, description statistics, sampling, correlation and regression analysis, linear programming and factor analysis; a working knowledge of human problems as they relate to planning; a general knowledge of state and federal laws and procedures applicable to urban renewal; a general knowledge of City personnel rules policies and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to supervise the preparation of clear and concise reports, sound recommendations, and adequate supporting data and special exhibits; ability to visualize and formulate general plans for City development in specific or general areas; ability to plan, direct, coordinate, and review the work of a group of professional, subprofessional, and clerical employees engaged in several different City planning operations; ability to speak effectively before professional and civic groups, public gatherings, and in presenting reports and recommendations to governmental agencies; and the ability to deal tactfully and effectively with personnel of other agencies, public officials, other employees and the public.

Two years of experience as a City Planner or in a class which is at least at that level in professional urban planning; or four years of experience as a City Planning Associate or in a class which is at least at that level in professional urban planning is required.

Physical Requirements : Strength to perform average lifting of less than five pounds and occasionally over 15 pounds; and good speaking and hearing ability.

Persons with handicaps may be capable of performing the duties of some of the positions in this class. Such determination must be made by the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any

position shall be.