

7966(NC)

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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10/06/11

Revised

**TITLE: CITY PLANNER (NON-CLASSIFIED)****DEFINITION**

Under general direction of the Community Development Director, to plan, direct, and review the planning, zoning, and plan review activities for the City; to provide professional and technical staff assistance; and to do related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Community Development Director. Exercises administrative management over professional, para-professional, technical and administrative support staff.

**DISTINGUISHING CHARACTERISTICS**

Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Direct and participate in the development and implementation of the City's Planning goals, objectives, policies and priorities.
- Plan, direct, and review current and future planning activities.
- Plan, direct, and review plan review activities.
- Direct research and the compilation of a large variety of comprehensive reports for use by the Planning Commission and City Council.
- Provide technical advice to the City Manager, City Council, Planning Commission, other boards and commissions, and other department heads and civic groups in matters involving planning, zoning, and municipal physical improvements.
- Supervise and provide the resolution of difficult planning, zoning, environmental and administrative policy questions.
- Review existing zoning, subdivision, and environmental provisions and recommend revisions to conform with community characteristics and need.
- Confer and coordinate with division leadership to review current and proposed projects, work schedules, organization and personnel issues.
- Develop general procedures for control of division activities.
- Direct and participate in the preparation and administration of the departmental budget.
- Coordinate division activities with other City departments and with outside agencies.

- Select, supervise, train, and evaluate professional, para-professional, technical and administrative support staff.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and accepted practices of municipal planning.
- Principles and practices of strategic management and planning.
- Recent developments, current literature, and informational sources in the field of planning and zoning.
- Research methods and sources of information related to urban growth and development.
- State of California laws related to general plans, environmental matters, zoning, land division and other planning related matters.
- Principles of organization, management, budget and personnel management.
- Basic principles of historic preservation including the Society of Interior Standards.
- Personal computer operation and software applications.

### **Ability to:**

- Direct and coordinate the work of planning and technical personnel engaged in office and field work.
- Communicate clearly and concisely, orally and in writing.
- Work effectively and develop positive relationships with a diverse population and cultures.
- Identify, coordinate and resolve a wide variety of interests in the development of land use policy.
- Select, supervise, train and evaluate professional, para-professional, technical and administrative support staff.
- Participate as a team player and collaborate with other departments and agencies.
- Operate a personal computer and relevant software programs.
- Generate new and creative ideas as a result of visionary and strategic thinking.
- Complete a general plan review on time and on budget.

### **Education and Experience:**

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:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in Planning or related field considered useful in City planning, preferably supplemented by a Master's Degree in Planning or a related field considered to be useful in City planning.

Experience: Ten years of professional and responsible experience in municipal planning, including five years in a supervisory capacity. American Institute of Certified Planners (AICP) is highly desirable.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** City Planner

**TO:** Community Development Director