

793008/02/20117931 (NC)

Revised

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

---

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

Under general supervision, to supervise and perform advanced professional planning work; and to perform related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced professional level classification in the Planning Series. The Senior Planner class is distinguished from the Associate Planner class by the difficulty and complexity of work performed; the responsibility for conceiving planning solutions, developing analysis, and work methods; the responsibility for reviewing the work of subordinate professional, para-professional, and technical staff engaged in a broad range of planning programs; and the authority to use judgment and initiative in carrying out work programs and objectives established by higher level management staff. The Senior Planner is distinguished from the Principal Planner class by the absence of responsibility for supervising a planning program with long term goals. 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.

**REPORTS TO:** Principal Planner or higher lead management staff, as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Principal Planner or higher level management staff, as assigned. Exercises close to general supervision over professional, para-professional, technical, and clerical staff, as assigned.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Supervise and coordinate such ongoing programs as design review, variances, residential development permits, general plan reviews, grading, and environmental assessments.
- Review existing zoning, subdivision, and environmental provisions and make recommendations for the revisions of such to conform with community characteristics and needs.
- Conduct consultations with sub-dividers and developers with reference to plans for new development; explain purposes, regulations, and objectives of accepted planning practices; suggest improved design for new developments.
- Supervise and participate in the review of building plans, zoning matters, environmental assessments and environmental impact reports; confer with members of the public in an effort to secure compliance with established zoning ordinances.
- Supervise and participate in special planning, zoning, and environmental studies; prepare reports and findings.
- Coordinate the staff support work of various boards and commissions.
- Provide professional staff support to boards and commissions served by the City Planning Department.

- Represent the Planning Department at public meetings and work with various groups and individuals regarding a variety of planning and zoning matters.
- Meet and advise developers regarding development applications and processes.
- Assist in budget preparation and administration.
- Coordinate planning related activities with other City departments, divisions, and with outside agencies.
- Supervise, train and evaluate professional, para-professional, technical and clerical personnel.
- Serve as Acting Principal Planner as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of urban planning.
- Laws related to general plans, environmental matters, zoning, and land divisions.
- Recent developments, current literature, and informational sources in the field of planning and zoning.
- Principles and practices of supervision, training, and performance evaluation.
- Personal computer operation and software applications.

### **Ability to:**

- Interpret the planning and zoning programs to the general public.
- Analyze and systematically compile technical and statistical information.
- Plan and prepare comprehensive, clear, and concise reports with sound recommendations.
- Communicate clearly and concisely, orally and in writing.
- Develop work procedures.
- Supervise, train, and evaluate professional, para-professional, technical, and clerical staff.
- Operate a personal computer and relevant software programs.

### **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 coursework in planning or a related field considered to be useful in City planning, preferably supplemented by a Master's degree in planning or a related field.

Experience: Three years of professional experience in urban planning and zoning work. A Master's degree may substitute for one year of the required experience.

**MEDICAL CATEGORY:** Group 1

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Senior Planner

**TO:** Principal Planner