



## Town of Moraga Senior Planner

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification ***may not include all*** duties performed by individuals within a classification. In addition, specifications are intended to outline the ***minimum*** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

**Established:** 1986  
**Revised:** September 9, 2021  
**Employee Group:** Mid-Management/Professional  
**FLSA Status:** Exempt

### CLASSIFICATION & DESCRIPTION

#### **Purpose**

Provides lead direction and/or performs advanced and complex current and long-range planning activities. Serves as project manager for complex current development projects and special projects, including management of consultant teams and preparation of environmental review (CEQA) documents. Provides technical guidance and training to associate/assistant planning staff, and administrative staff. May serves as Acting Director in the absence of the Principal Planner and or Planning Director. Oversees development and implementation of long-range plans, policies, guidelines, and regulations, including land use and transportation plans. Provides professional information and assistance to the department, developers, contractors, and the general public. Prepares and presents a variety of studies, ordinances, and staff reports to the Design Review Board, the Planning Commission, and the Town Council. Serves on planning and technical review committees with staff from other Town departments as well as local and regional agencies.

#### **Distinguishing Characteristics**

This class is the advanced journey level in the professional planning series. Incumbents may provide lead direction for planning activities, perform highly specialized and difficult planning functions, provide project management, and assist in program administration. The work may involve advance or current planning projects that require considerable technical knowledge and independent judgment. The Senior Planner class is distinguished from the Associate Planner class by the greater complexity and sensitivity of assignments received, by the greater independence with which to perform, and by the greater degree of accountability and on-going decision making. The Senior Planner class is distinguished from the Principal Planner class by the additional independence and responsibility exercised by the Principal Planner.

#### **Equipment, Methods and Guidelines**

Uses and applies principles of planning; federal, state, and local planning laws, environmental laws, regulations, and procedures. Uses computers and has knowledge of relevant computer programs including advanced GIS (geographic information system) applications. Uses telephones, other means of voice and written communications, and private vehicles.

#### **Working Conditions**

Work is conducted primarily in an office setting, but includes trips to other agencies and offices, visits to proposed and actual construction sites, and visits to sites of code compliance issues. Work

involves attendance at meetings held during the regular workday, in the evenings, and may include occasional out of town travel.

### **Physical Demands**

Attendance at evening meetings following a normal workday may require stamina, as well as heightened speech, hearing and vision. Site visits may involve stooping, crawling, climbing and balance.

### **Supervision Received and Exercised**

Receives general direction from the Planning Director and the Town Manager. Directs the work of consultants related to development and special planning projects. Provides guidance and training to the associate/assistant planning staff, administrative staff, and interns. May serves as Acting Director in the absence of the Principal Planner and the Planning Director and assumes all duties and responsibilities of the Director position.

### **EXAMPLES OF DUTIES**

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

1. Reviews and processes development applications for a range of complex planning projects, including discretionary permits, major subdivisions, planned developments, use permits, and design review. Works cooperatively with applicants, federal, state, and local agencies, and stakeholders. Prepares and presents staff reports, findings, resolutions, and related materials to decision-making bodies, including the Design Review Board, Planning Commission, and Town Council.
2. Serves as project manager for complex planning projects including analysis of site and architectural plans, performing technical review for routine project plans and applications, and making recommendations, and referring the projects to other departments, agencies and technical experts and consultants.
3. Coordinates and leads meetings for the purpose of coordinating project comments, plan checking, permit approval, and conducting inspections.
4. Attends and represents the Town's interests or policy positions as representative for regional and inter-jurisdictional planning agencies, task forces, and legislative bodies. Analyze policies of other jurisdictions and attempts to resolve regulation and policy conflicts among jurisdictions.
5. Provides advice and information to the general public and developers regarding planning, zoning, transportation planning, housing codes, regulations and requirements. Clarifies and ensures conformance to Town codes, regulations and requirements, clarify and ensure conformance to City codes and regulations. Participates in or conducts conferences with developers and property owners and resolves differences that may exist between them and Town codes.
6. Approves construction plans and verifies compliance with conditions of approval.
7. Provides lead direction and supervision in major long-range projects, including updates and revisions to the General Plan, municipal code, area plans, grant programs, and design guidelines. Prepares area plans and General Plan updates, ordinance revisions, resolutions, and related reports and presents to the Planning Commission and Town Council.

8. Evaluates projects for compliance with California Environmental Quality Act (CEQA) and related federal and state environmental regulations and statutes. Manages the preparation of CEQA documents, including Environmental Impact Reports, Negative Declarations, and Initial Studies, by consultants. Recommends determinations of the environmental impact of projects. Performs mitigation monitoring and enforcement.
9. Manages consultant contracts, including determining scope of work and budgets, tracking budgets, and approving contract payments.
10. Oversees and reviews the preparation of various reports, correspondence, tabulations, and summaries. Provides input regarding the quality of performance to the Planning Director.
11. Conducts site inspections and field investigations, including determining if projects are in compliance with laws, regulations and ordinances.
12. Compiles, analyzes, and interprets data related to local social, economic, population, housing, development, environmental, zoning, transportation, traffic, and land use issues.
13. Provides guidance and training to and technical assistance to associate/assistant planning staff, administrative staff, and interns.
14. Makes oral presentations to the City Council, City Commissions, and citizen groups.
15. Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.
16. As assigned, may serve as City Zoning Administrator; supervise the Code Enforcement; serve as Secretary to Town Commissions; review zoning administrator staff reports, conduct public hearings, and issue findings.

## **QUALIFICATIONS**

### **Knowledge & Abilities**

1. Thorough working knowledge of federal, state, and local laws, and best principles and practices, related to planning, zoning, housing, transportation planning, environmental planning, and/or code enforcement, including but not limited to California Planning and Zoning Laws, Subdivision Map Act, and California Environmental Quality Act.
2. Skill in organizing and gaining community input in a manner that resolves neighborhood or community issues and finds common ground with all stakeholders.
3. Thorough knowledge of research methods employed in the collection, evaluation, and presentation of data.
4. Knowledge of and skill in applying principles and techniques of project management.
5. Skill in collecting, analyzing, interpreting and understanding technical data and documents.
6. Skill in planning, organizing, and conducting studies.
7. Skill in applying urban, environmental, housing, zoning and transportation planning principles and methods to local problems.
8. Skill in performing effective negotiations.
9. Skill in communicating effectively in English both orally and in writing; making presentations; and preparing clear, concise, and accurate written materials.
10. Ability to understand and carry out oral and written instructions.
11. Skill in establishing and maintaining effective working relationships with others.
12. Ability to perform varied and responsible assignments involving the use of initiative and judgment under minimum supervision.
13. Ability to provide lead direction and coordinate the work of other professionals.
14. Ability to effectively utilize computer applications and technology related to the work.
15. Ability to provide excellent customer service.
16. Ability to facilitate public meetings and workshops.
17. Ability to read and interpret architectural, development, site, and construction plans.
18. Specialized knowledge in one or more of the following areas: economic development,

architectural/design review, transportation planning, college, or campus planning, and environmental review/CEQA.

**Education and Experience**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. Generally, this will require:

1. Experience Minimum of four (4) years of applicable increasingly responsible professional planning experience involving current and long-range planning. A master's degree may be substituted for professional experience on a year-for-year basis, with a maximum of two years substitution.
2. Education: Bachelor's Degree from an accredited four-year college or university with major coursework in land-use planning, urban planning, architecture, public administration, housing, transportation planning or related field. A Master's Degree is highly desirable.

**License or Certificate**

A valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

American Institute of Certified Planners (AICP) certification is preferred.