

CITY OF SIMI VALLEY

SENIOR PLANNER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, supervises, assigns, reviews and participates in the work of professional and technical staff responsible for the review and processing of land use studies, affordable housing and development project applications; acts as project manager for technical and complex cases; ensures work quality and adherence to established policies, procedures and timelines; and performs the more technical and complex tasks relative to assigned area of responsibility.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the professional planner series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including supervision of professional and technical planning staff and review of the most complex planning projects. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and have an acute awareness of the importance of customer service.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for formulating and applying general plan, municipal code, zoning, subdivision and processing procedures to the review of development project proposals and affordable housing projects/programs.
2. Establish schedules and methods for providing development project review services and/or affordable housing services; identify resource needs; coordinate and review needs with appropriate management staff, outside agencies and other City departments; allocate resources accordingly.
3. Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
4. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
5. Perform the more technical and complex tasks of the work unit including coordinating the review of project proposals.

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6. Prepare requests for proposals for outside contractors; draft and administer contracts with outside consultants and applicants; oversee the maintenance of consultant schedules; oversee consultant records and invoices; review and approve invoices for payment.
7. Prepare and present staff reports for the Planning Commission, Affordable Housing Subcommittee, City Council, various committees, and advisory boards as directed; undertake research; prepare reports and maps.
8. Serve as project manager in the development of various planning and/or affordable housing projects and/or programs from conceptual design through final construction.
9. Participate in the selection of planning staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
10. Prepare analytical and statistical reports on operations and activities.
11. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of urban planning and affordable housing.
12. May coordinate the delivery of services at the planning counter and act as geographic information system (GIS) coordinator and local area network (LAN) administrator for the division.
13. Analyze complex applications, development proposals and construction plans for compliance with appropriate regulations and policies; prepare written correspondence, reports and recommendations.
14. Perform site inspections on development proposals, occupancy clearances and commercial uses.
15. Oversee and participate in the issuance of zoning clearances for applicants with minor projects not requiring Planning Commission or City Council approval.
16. Advise architects, builders, contractors and the general public regarding the implementation and interpretation of applicable City development regulations.
17. Collect and record land use data for general plan land use analysis and computer traffic model analysis.
18. Oversee the preparation of environmental documents and studies and the preparation of reports; analyze information and recommend special studies.
19. Review proposed development projects for compliance with California Environmental Quality Act.
20. Oversee various air quality, noise, tree, biological, historical, paleontological, wetland delineation, archaeological and air quality studies; review analytical reports.
21. Review formal applications, development proposals, construction plans and as-built plan applications for compliance with appropriate regulations and policies; prepare reports identifying recommendations.
22. Coordinate, research, draft and present various ordinances and agreements.

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23. Answer questions and provide information to the public with an emphasis on customer service; investigate complaints and recommend corrective action as necessary to resolve complaints concerning the City's planning function.
24. Prepare request for proposals for outside contractors; draft and administer contracts of outside consultants; oversee the maintenance of consultant schedules; oversee consultant records and invoices; review and approve invoices for payment.
25. Assist public at planning counter as required.
26. Perform related duties as required.

When assigned to Housing Section:

27. Administer the City's Affordable Housing Program to address a broad range of housing needs and income levels, including rehabilitation, development incentives, homebuyer assistance, special needs and transitional housing, and related community development and zoning programs to assist housing initiatives.
28. Manage the City's federal and state grant programs through application review, processing and reporting; monitoring grantee performance to ensure effective use of funds and to ensure compliance with federal and State grant rules and fair housing requirements.
29. Administer the City's Home Rehabilitation Program, Resale and Subordination Agreement Processing, Affordable Housing Annual Monitoring, and other housing-related programs and projects.
30. Monitors revisions and implementation programs of the City's adopted Housing Element.
31. Assist citizens, non-profit entities, advisory bodies, staff and others seeking CDBG, HOME or other grants for community-wide housing, special needs housing and community development programs.
32. Supervise staff engaged in the administration of housing development projects.
33. Analyze federal, state and private housing development finance; construction, rehabilitation and ownership programs; develop policy alternatives and make appropriate recommendations.
34. Administer a public relations program to inform the public about housing programs, goals and objectives; represent the City at governmental hearings and at public meetings.
35. Establish and maintain liaison with officials of cities within Ventura County and other agencies to assure coordination of housing and community development efforts.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services and activities of a comprehensive City planning program.
- Principles and practices of urban planning.
- Methods and techniques of development application processing.
- Basic program management.
- Principles of supervision, training and performance evaluation.

Planning topics including land uses, transportation, open spaces, housing and urban economics.
Current literature, information sources and research techniques in the field of urban planning.
Architectural design, construction methods, building materials and engineering practices.
Principles and practices of record keeping.
Local government operations and service delivery.
Principles of business letter writing and basic report preparation.
Modern and complex principles and practices of plan checking.
Federal, state, and local laws and regulations affecting housing development and rehabilitation.
Theories, concepts, principles and practices of housing development process, housing and real estate finance.
Housing grant programs for urban housing projects.
Housing issues affecting the Simi Valley region.
Modern office methods, practices, procedures and computer equipment including word processing, spreadsheet and permit tracking software.
Pertinent federal, state and local laws, codes and regulations including the California Environmental Quality Act and those underlying general plans, zoning, permit processing, subdivisions and land divisions.

Ability to:

Evaluate and analyze the components of a project and determine what regulations are affected.
Supervise, organize and review the work of professional staff.
Select, supervise, train and evaluate staff.
Formulate, interpret and implement the City's general plan including zoning, subdivision and hillside requirements.
Interpret and explain City policies and procedures.
Interpret plans, drawings, blueprints and maps.
Organize and implement programs; evaluate and monitor housing programs.
Analyze housing finance alternatives in order to evaluate program effectiveness and cost benefits.
Prepare clear and concise reports.
Perform advanced journey level plan checking, environmental review, policy analysis and project review activities.
Explain and interpret planning and zoning programs to the general public.
Analyze and compile technical and statistical information.
Respond effectively to difficult and sensitive public inquiries.
Provide high quality customer service.
Speak in public and make effective presentations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, public administration, environmental science or a related field.

Experience:

Four years of urban planning experience including one year of administrative and/or lead supervisory responsibility.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of an AICP certification from the American Institute of Certified Planners is highly desirable. For assignments in the Housing Section, possession of an NAHP certification from the National Affordable Housing Management Association is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office and field environment; travel from site to site; exposure to computer screens.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; sit and stand for prolonged periods of time; operate motorized vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Adopted: June 2003
Johnson & Associates

Revised: July 2014