

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

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| <b>Position Title:</b> Senior Planner     | <b>Job Family:</b> 2 |
| <b>General Classification:</b> Management | <b>Job Grade:</b> 32 |

**Definition:** To assist in the planning and coordination of planning activities; participate in complex and difficult planning services related to advance planning, current planning, economic development, or redevelopment activities and to oversee and manage contract services in these areas.

**Distinguishing Characteristics:** This is an advanced journey-level class in the professional planning class series. Positions in this class perform the most complex professional planning work and may supervise the work of lower-level professional and technical planning staff. Appointment to this level requires considerable knowledge in any of the following assigned areas: development process, housing programs and legislation, applicable Federal and State grant programs, redevelopment, and/or advance planning. Receives general direction from a Principal Planner or higher-level manager. May exercise indirect supervision over other professional, technical, and clerical staff.

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

1. Manage highly complex projects on a wide range of current and/or advance planning topics such as mixed-use developments; master plans; implementing and updating the City's Precise Plans.
2. Research and prepare complex reports regarding long-range planning policy topics, including General Plan amendments, rezoning requests, and environmental review; make presentations to the City Council, Environmental Planning Commission, developers, community groups, and outside agencies.
3. Serve as a project manager for long-range and current planning projects, including coordinating and building effective working relationships with other City departments, outside agencies, and consultants.
4. Attend Development Review Committee and Zoning Administrator hearings.
5. Perform site visits relating to new development applications, building construction, and code enforcement issues.
6. Supervise the work of Planning Interns and other Planners/staff as needed.

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7. Assist or lead with research and coordination in support of code enforcement issues through the City Attorney's Office.
8. Assist or lead improvements in planning procedures and related information systems.
9. Participate in the review of complex development proposals for conformance to City standards; resolve disputes between the City and developers/property owners.
10. Participate in the development and implementation of the City's planning policies.
11. Perform other duties as assigned.

**Minimum Qualifications:**

Knowledge of: Practical planning methodology, urban development and operations, urban design, zoning principles, transportation planning, Federal housing programs, and basic land economics; current land use and urban design implementation; principles and techniques of project management and supervision; principles and practices of personnel administration; techniques of management and administration; development process, economics, practices, and procedures; California development law, City planning and zoning codes, CDBG program requirements, and other applicable Federal, State, and local legislation and/or regulations; techniques of negotiation.

Ability to: Assume responsibility for planning activities on multiple, diverse and complex projects; supervise, evaluate, and train staff; demonstrate community relations skills; speak publicly and explain/interpret City practices and objectives to diverse public and private agencies, organizations, and individuals as required; prepare reports, proposals, and written materials of an analytical, technical, and evaluative nature; administer contracts; establish and maintain effective work relationships with those contacted in the course of work.

**Experience and Training Guidelines:** Combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Four years of progressively responsible experience in urban planning/design or economic development/redevelopment; a bachelor's degree from an accredited college or university in urban or regional planning, architecture, or a closely related field; master's degree preferred.

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**Required Licenses or Certificates:** Possession of, or ability to obtain, a valid California driver's license.

**Working Conditions:** In addition to the regular work schedule, this position must be available to work evenings and weekends to attend meetings, seminars/workshops, and training as needed.

Established: February 1980

Revised: September 9, 2014

HRD/CLASS SPECS

Senior Planner