

CITY OF ONTARIO

CLASS CODE 2113 GROUP 3
DEPARTMENT REVIEW [Signature] DATE 6/29/98
PERSONNEL APPROVAL [Signature] 6/30/98
EFFECTIVE DATE 6-30-98
SUPERSEDES 11/18/85

SENIOR PLANNER

DEFINITION

Under direction, this is work involving the administration of assigned functions and responsibilities in the Planning Department and supervising a staff of professional, technical and clerical personnel engaged in a variety of planning activities. Work is reviewed through observation, conferences and analysis of reports.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervises and participates in the collection of data relating to land-use, housing, population distributions and projections for the City; supervises and participates in economic studies; analyzes factors influencing economic and population trends and develops projections to determine future City expansion; reviews development plans for compliance with zoning ordinances, regulations and policies established by the Planning Commission and City Council; reviews tentative parcel and tract maps; supervises and participates in the preparation of staff reports which includes the preparation of text and computer graphics; assists in the administration of zoning and subdivision ordinances; manages complex planning projects and consulting contracts; assists and coordinates planning activities with various citizen groups and official committees appointed by the City Council; assists in the general administration of the Planning Department, including budget preparation.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

MINIMUM:

Graduation from college with a bachelor's degree in urban planning, public administration, architecture, landscape architecture, or a closely related field; four (4) years of recent, progressively responsible, professional community or regional planning and zoning experience, preferably with a public agency, including one (1) year in a supervisory capacity. A Master's degree related to planning may be substituted for one (1) year of the required planning experience, but

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may not be substituted for the required supervisory experience.

Knowledges: Knowledge of the theory, principles, and practices of municipal planning and zoning; knowledge of trends in governmental planning with specific reference to the latest developments in municipal planning, design, and advance planning; principles of management, administration, supervision, training, and public relations; considerable knowledge of the architectural, landscape, economic, social and engineering principles involved in planning the physical development of a municipality; considerable knowledge of state planning law, the Subdivision Map Act, and California Environmental Quality Act; knowledge of the legal basis for and decisions required in planning and zoning; knowledge of city zoning ordinances and regulations; working knowledge of computer operation and software applications such as word processing, spreadsheet, database and geographical information systems.

Ability to: organize and direct the collection and analysis of economic and statistical data basic to the interpretation of planning problems; present information orally and in writing to the Planning Commission, City Council, and the general public; supervise personnel; research, compile, and present statistical and other data in a logical manner and coordinate staff work and planning matters; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

Required License or Certificate: Possession of a valid California Class C driver's license.

DESIRABLE:

AICP membership.