

## **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.*

### **JOB OBJECTIVES**

Employees occupying the Senior Planner position are responsible for performing highly skilled professional planning and development work in such areas as land use, zoning, environmental, and various other subjects as appropriate. Senior Planners are assigned to the most challenging projects and assignments, measured by a combination of the project's complexity, scope, impact on the community or other relevant considerations. Examples would include major projects, controversial developments, those with the highest and most complex environmental implications or those representing the greatest cost to the developer or revenue source to the city. Employees in this classification act in a lead capacity within area(s) of expertise and may direct the work of others within the Department that assist with assigned project(s). Being a highly competent journey level planner with emphasis in a specific area is not sufficient alone to warrant classification at this level.

### **CLASSIFICATION DISTINCTIONS**

Incumbents perform the full range of skilled and professional duties under general direction. Senior Planner employees supervise, train and coach lower level Planners and work under the supervision of the Planning Manager and general direction of the Community Development Director.

Senior Planner positions and employees are distinguished by the level of judgment, communication, negotiation, and project management skills that are necessary to successfully complete work assignments and interact with the public and outside agencies. While Senior Planners are proficient in multiple areas within the Planning field e.g. development review, code development, long range planning, economic development etc., they may be assigned to one specific area (e.g. current planning or long range planning) or a variety of planning areas, recommend department policy and make department commitments within their areas of expertise, and function with limited direction and guidance.

### **ESSENTIAL FUNCTION STATEMENTS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

Lead and manage projects with minimal guidance and supervision, to include consultant and project teams.

Interpret and apply complex environmental and planning codes to assigned projects.

Prepare special studies; conduct assessments; prepare inventories; write reports and statistical information necessary for future planning.

Leads code audits and provides expert level analysis on City's compliance with goals and policies of the comprehensive plan.

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Prepare graphic presentations and comprehensive reports on community characteristics relative to zoning problems.

Provide guidance and technical expertise to other staff members and furnishes information to employers, and the general public concerning matters within assigned area of responsibility.

Prepare and complete reports in response to local, State and Federal requirements.

Plan special projects; research, develop, design and write proposals; prepare and implement "proposals".

Participate in committees and present staff reports in public meetings; participate in defining project goals and objectives, implementing strategies and/or alternatives, and formulation of priorities for development of projects within own area of expertise.

Act as "initial contact" in development review process.

Respond orally or in writing to inquiries of a routine to highly complex nature concerning land use codes.

Supervise, plan, schedule, and assign the day-to-day work of subordinate Planners, trainees and clerical personnel.

**AUXILIARY FUNCTION STATEMENTS**

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of urban and comprehensive planning.

Modern office procedures, methods and equipment including computers and supporting word processing, spreadsheet applications, and specialized software programs.

City Government functions, policies, rules and regulations.

Conflict resolution techniques.

State Environmental Policy Act.

State Shoreline Management Act.

Principles of Urban Design.

Growth Management Act.

**Ability to:**

Interpret standard legal documents.

Perform research and analyze information skillfully, develop alternative solutions.

Think conceptually, observe and evaluate, reach logical conclusions.

Provide clear and concise reports and maintain detailed records.

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Write findings of fact and conclusions of law.

Read and interpret maps, environmental, architectural and landscape designs.

Communicate effectively, both orally and in writing with the development community, property owners, supervisors, employees and the general public.

Work under pressure, with challenging deadlines.

Work independently on multiple tasks, cope with interruptions and meet deadlines.

Prioritize and coordinate efforts.

Effectively communicate in public settings and lead community involvement efforts.

Deal effectively with the public and maintain effective working relationships with those contacted in the performance of required duties.

**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:**

Graduation from an accredited four-year college or university, with a degree in land-use planning, urban planning, architecture, landscape architecture, environmental sciences, or a closely related field.

**Experience:**

Five or more years of increasingly responsible work in planning.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands 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 these essential job functions.*

**Environment:** Office Environment; extensive public contact.

**Mobility:** Sitting for prolonged periods of time; extensive use of computer keyboard.

**Vision:** Visual activity to review written materials.

**Communication:** Speaking and hearing to exchange information.

**Other Factors:** Incumbents may be required to work extended hours including evening meetings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.