



CITY OF BANNING, CALIFORNIA

Senior Planner

Job Code: 3050
Grade: 79

FLSA

Exempt

Non-Exempt

JOB DEFINITION: Under general direction, performs a variety of senior level professional planning duties associated with the City's planning function.

ESSENTIAL FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES:

Oversees the day-to-day activities of the Planning Division of the Community Development Department, with special emphasis on complex planning projects in the City's redevelopment agency project area. Provides information and conducts presentations on proposed complex current and long-range planning projects for the Planning Commission, City Council, Economic Development Committee and Land Development Task force. Ensures the orderly development of the community consistent with the City's General Plan, Development Code and the goals, policies and objectives of the City Council.

Evaluates land use proposals to ensure compliance with City, State and Federal laws and ordinances. Communicates with developers regarding the development process. Provides recommendations to developers regarding land use proposals.

Oversees, monitors and directs the office operations of assigned staff, including identifying, developing and implementing new employee and ongoing staff training. Conducts formal performance evaluation of assigned staff. Assigns, tracks and reviews work assignments and progress. Prioritizes and assigns special projects.

Performs other duties as assigned or required.

KNOWLEDGE and SKILLS:

- Knowledge of applicable City, County, State and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of municipal planning trends and concepts.
- Knowledge of statistical analysis and mathematical concepts related to planning.
- Knowledge of terminology, symbols, methods and techniques used in planning and map drafting.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

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City of Banning, California

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MINIMUM QUALIFICATIONS: A Bachelor's degree in Planning and Development, Geography, Business Administration, Public Administration or related field **AND** five (5) years of planning and development experience that includes two (2) years of management and/or supervision; **OR** an equivalent combination of education and experience.

PHYSICAL REQUIREMENTS: Work is primarily performed in an office environment requiring prolonged sitting or standing; walking, kneeling, crouching, squatting, stooping, and bending; inputting data into a computer terminal; exposure to computer glare, vibrations, and pitch; lifting, carrying, and regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds in weight; use hands to finger, handle or feel; reach with hands and arms and have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed.

ADDITIONAL REQUIREMENTS: Must have at the time of application and must maintain a valid California Driver License. May be required to work outside the traditional work schedule.