

City of South San Francisco
Human Resources Department

City Planner
Class Description

Definition

Under general direction, performs difficult and highly responsible management and technical tasks directing and administering the activities of the division; supervises the division's professional and technical staff; does related work as required.

Distinguishing Characteristics

This is a highest professional-level classification and requires that the incumbent personally perform planning and related activities, exercise leadership in accordance with high quality management and planning standards to coordinate the City's planning and zoning activities.

Typical and Important Duties

1. Organizes, supervises, and participates in the planning division programs, including current and advance planning, downtown revitalization, and housing and redevelopment functions.
2. Oversees site reviews, architectural approval, C.E.Q.A. review, and preparation of reports on land use issues.
3. Oversees the updating of the General Plan and zoning ordinance.
4. Serves as staff to the Planning Commission, chairperson of the Design Review Board, and is the City's C.E.Q.A. review officer.
5. Interprets ordinances, laws, and regulations as they apply to planning applications.
6. Prepares, maintains, and implements the division's budget and work program.
7. Supervises, trains, and evaluates division professional and technical staff.
8. Represents the City at meetings of various public groups and local and regional planning committees.
9. Prepares reports and makes presentations to the City Council, the Redevelopment Agency, Planning Commission, and various commissions and committees; represents the Division and the City in meetings with other agencies and professional groups.
10. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Principles, practices, and guidelines of urban planning, transportation, and redevelopment and of the California State Planning laws, C.E.Q.A. and Subdivision Map Act.
- Standard practices of both current and long-range planning, including development and modification of General Plan elements.
- Applicable local, state, and federal laws and regulations.
- Statistical and research techniques related to the planning practices.

- Principles of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Techniques for dealing with the architects, engineers, homeowners, City staff, professional service contractors, and representatives of other agencies in an effective manner.
- Report preparation and record keeping techniques.

Ability to:

- Analyze difficult problems, develop a positive course of action and follow through on its implementation.
- Demonstrate sound professional judgment, reason logically and think imaginatively and creatively.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Develop and maintain good public relations and relations with City commissions and boards.
- Understand quality site planning and architectural design and their practical application to current developments.
- Actively manage the division's staff so that a strong orientation toward public service, teamwork, the development of high quality products and the achievement of desired results is maintained.
- Perform difficult and sensitive professional planning work.
- Collect, analyze, and interpret complex demographic, land use, statistical, financial, and related information pertaining to current and long-term planning projects.
- Understand, apply and explain laws, regulations, policies, and procedures.
- Prepare, review, and interpret graphic displays, maps, and property descriptions.
- Prepare clear, effective, and accurate staff reports, correspondence, policies, procedures, and other written materials.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Make effective public presentations.
- Plan and direct the work of others; train others in work procedures.
- Establish and maintain effective relationships with those contacted in the course of the work.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Organize own work as well as the work of others, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Plan, distribute, direct, coordinate, review, and evaluate the work assigned staff and train staff in work procedures.

- Represent the City effectively in contacts with elected and foreign officials, representatives of other agencies, City departments, and the public, occasionally in situations where relations may be difficult or strained.
- Work in a safe manner modeling correct City safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using a personal computer and associated applications.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of progressively more responsible municipal or urban planning experience, including at least three years in a supervisory capacity; or any equivalent experience, education, and training that would provide the required knowledge, skills, and abilities.

Training:

A bachelor's degree from an accredited college or university with major coursework in planning or a closely related field. A master's degree in planning, public administration, business, or a related field is desirable.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills:

Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 35 pound boxes, files, and materials.

Work Environment:

Mobility to work in a typical office and/or field setting.

Ability to:

Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-shift work

for meeting attendance or participation in specific projects or programs; available for evening meetings.

Additional Information:

- Approved: July 1995
- Revised Date: July 1997, June 2003
- Former Titles: Chief Planner
- Abolished:
- Bargaining Unit: Mid-management
- DOT: No
- Status: Unclassified/exempt
- Job Code: M155