

City of South San Francisco  
Human Resources Department

**Senior Planner**  
Class Description

**Definition**

Under direction, performs difficult professional planning activities in the preparation of planning studies, plans, and reports; assists in or organizes and directs the planning and land use activities of the City; and does related work as required.

**Distinguishing Characteristics**

This classification is distinguished from other City professional planning classes by the level of complexity of Citywide implications on projects. It is distinguished from the next higher-level classification in that the latter has supervisory responsibilities. It is distinguished from the next lower-level classification in that the latter perform more the more routine and less complex planning activities.

**Typical and Important Duties**

1. Performs difficult professional planning work in the preparation of planning studies, reports, and the processing of major projects.
2. Coordinates planning activities and projects with other City departments.
3. Develops work programs and coordinates significant studies including redevelopment projects, specific plans, and General Plan elements.
4. Writes and edits new and amended elements of the General Plan, Specific Plans, Zoning Ordinance Amendments, and Planning Commission Resolutions.
5. Makes presentations to the Planning Commission and City Council.
6. Confers with and advises architects, homeowners, engineers, developers, etc. on planning matters.
7. Prepares requests for proposals, interviews consultants and negotiates contracts for various traffic, environmental, and other planning services.
8. Administers consultant and project contracts.
9. Represents the City at County, State, and Regional planning meetings and with technical planning groups.
10. Reviews Building Permit applications for consistency with Zoning and Sign Ordinances and General Plan.
11. Plan checks and inspects major developments for compliance with City Council and Planning Commission requirements.
12. Coordinates with legal, code enforcement, and other City departments on major code violations and revocation hearings.
13. May supervise clerical and other planning staff.
14. Performs field inspections.
15. Performs related duties and responsibilities as assigned.

## Job-related Qualifications

### Knowledge of:

- Theory, principles, and practices of City, urban, and transportation planning.
- Standard practices of both current and long-range planning, including development and modification of General Plan elements.
- Guidelines of the California Environmental Quality Act (CEQA).
- Purpose and use of General Plan elements.
- Purpose and interpretation of Zoning Ordinances.
- Applicable local, state, and federal laws and regulations.
- Statistical and research techniques related to the planning practices.
- 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.
- Local, state, and federal laws relating to community development.

### Ability to:

- Collect, analyze, and interpret complex demographic, land use, statistical, financial, and related information pertaining to current and long-term planning projects.
- Prepare, review, and interpret graphic displays, maps, and property descriptions.
- Understand and explain applicable laws, ordinances, and regulations.
- Prepare clear and concise technical reports, including staff reports for the Planning Commission.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- 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.
- 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, 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, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using a personal computer and associated applications.
- Word processing and database management at a speed and accuracy sufficient to perform assigned work.

**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:

Four years of progressively more responsible experience in municipal public planning. A master's degree may be substituted for one year of the experience requirement.

Training:

A bachelor's degree from an accredited college or university with major coursework in planning, urban studies, architecture, geography, sociology, political science, or a related field.

**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: June 2003
- Former Titles:
- Abolished:
- Bargaining Unit: Mid-management
- DOT: No
- Status: Classified/Exempt
- Job Code: M335