

## TOWN OF PORTOLA VALLEY 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.*

### **SUMMARY DESCRIPTION**

Under the general direction of the Planning and Building Director, performs professional level work related to municipal planning, zoning, housing, and environmental analysis; reviews and manages complex development projects; performs professional duties in support of long range planning studies, interprets and enforces various zoning regulations of the Town; completes complex and technical assessments and prepares written analyses; provides professional assistance to the public; presents information and reports to the Architecture Site Control Commission (ASCC), the Planning Commission, and the Town Council; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class within the Planner series. This class is recognized above the journey level by the assignment of significant responsibility and possession of specialized knowledge, abilities, skills and experience. Incumbents regularly work on tasks that are varied and complex, requiring discretion and independent judgement. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work projects. This class is distinguished from the Associate Planner position by the degree of project complexity and independent project management. May provide functional and technical supervision to other Planning & Building staff.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Serve as project manager for advanced, highly complex planning projects; evaluates alternatives and conformance with Town policies, ordinances, the General Plan and state and federal laws; prepares and presents staff reports to the ASCC, Planning Commission and the Town Council regarding such applications, attends meetings and makes presentations as necessary.
- Provide Department Director with support on high-priority programs and projects.
- Updates and creates long-range planning documents such as the Town's General Plan and other assigned plans; prepares modifications to specific General Plan elements.
- Prepares written project analysis including identifying appropriate land use policy, design issues and environmental requirements; makes recommendations for action.
- Contributes to community outreach on development projects and Town initiatives; prepares informational materials, assists in facilitating meetings and responding to community questions and concerns on projects.
- Serves as staff liaison for commissions and committees, including providing technical advice and giving presentations.
- Contributes to preparation of the budget.
- Coordinates with Town consultants, Town Committees, and reviewing departments to facilitate and improve the development review process.
- Oversees Staff Discretionary Review process.
- Prepares technical and administrative reports; drafts complex resolutions, ordinances and findings.
- Administers contracts and oversees the work of consultants.

Town of Portola Valley  
Senior Planner Job Specification  
Adopted by Town Council June 26, 2019

- Evaluates projects for compliance with the provisions of the California Environmental Quality Act (CEQA), prepares documents and oversees work of consultants.
- Investigates code compliance complaints, with review and follow-up as needed.
- Prepares informational handouts for the general public regarding the Town's codes and policies.
- Provides training, technical assistance, and direction to interns and other personnel within functional work areas.
- Attends meetings, conference, workshops, and training sessions; stays abreast of new trends and innovations in the field.
- Builds and maintains positive working relationships with co-workers, other Town employees, and the public using principles of good customer service.
- Performs related duties as assigned.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Principles, practices and procedures related to Town and regional planning and zoning administration, including applicable laws and regulations.
- Comprehensive plans, current planning and the development process.
- Computer applications related to the work, including basic GIS concepts and applications.
- Project management techniques.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles and practices of effective supervision.
- Principles and practices of contract administration.
- Methods and techniques of conducting public meetings and presentations.
- Provisions of the Brown Act as they relate to the conduct of public meetings.
- Site planning and architectural design principles.
- General concepts of architecture, landscaping, and grading as they relate to the process of land use planning.

**Ability to:**

- Demonstrate strong project management skills by carrying out complex current and advanced planning projects to successful completion with general direction.
- Conduct complex planning research projects, evaluating alternatives, making sound recommendations and preparing effective technical staff reports.
- Interpret, apply and explain complex laws, codes, regulations and ordinances.
- Communicate effectively and provide high levels of customer service to the public, developers, contractors and staff.
- Deliver effective oral presentations before public bodies, lead community meetings, and facilitate consensus building on complex planning projects.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Make sound, independent decisions within established policy and procedural guidelines.

Town of Portola Valley  
Senior Planner Job Specification  
Adopted by Town Council June 26, 2019

- Organize and prioritize multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively represent the department and the Town in meetings with governmental agencies, community groups and various business, professional and regulatory organizations and individuals.
- Conduct zoning studies and interpret Town zoning laws, regulations and codes.
- Read and understand complex architectural and civil plans, maps, and specifications to ensure accuracy.
- Conduct inspections to determine and evaluate site conditions.
- Analyze site design, terrain constraints, and compatibility with the natural environment.
- Ability to actively participate in evening meetings.

**Education and Experience Guidelines:**

- A Bachelor's degree from an accredited college or university with major course work in land-use planning, urban planning, landscape architecture or a closely related field. A Master's degree is highly desirable.
- A minimum of five years of increasingly responsible planning experience preferably with a public agency, which must have included two years of project management or supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.
- Considerable experience dealing with diverse public and private interests in the planning and development process.
- Possession of, or ability to obtain, a valid California Driver's License; ICS 100, 200, and 700 certification.
- AICP certification is highly desirable.

**FLSA STATUS**

This classification is exempt from the Fair Labor Standards Act (FLSA) as an administrative employee whose primary duty is to the performance of office or non-manual work directly related to the management or general business operations of the Town. The incumbent will exercise discretion and independent judgment with respect to matters of significance. The incumbent will supervise personnel. If the incumbent supervises two FTE personnel, he or she will also be exempt from the FLSA as an executive employee.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions 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 the essential job functions.*

**Environment:** Standard office setting. CONTINUOUS work indoors in close proximity to co-workers and members of the public; OCCASIONAL work outdoors and in varying temperatures. Work schedule is either a standard 40-hour work week during core business hours (8:00 am to 5:00 pm) or a 9/80 schedule. For the 9/80 schedule employees are required to work nine hours (for example from 7:30 a.m. to 5:30 p.m.) for eight work days, eight hours on a ninth work day, with the tenth day off (alternate Fridays off). Work schedule also includes frequent after-hours meetings and occasional weekend meetings/events. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Work is performed indoors in office and in meeting rooms, occasional assignments outside and field visits in hilly terrain.

Town of Portola Valley  
Senior Planner Job Specification  
Adopted by Town Council June 26, 2019

**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.

**EMERGENCY DISASTER SERVICE**

All Town employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the Town requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.