



## **SENIOR PLANNER**

Department: **Development Services** Class Code: **27**  
Reports to: **Deputy Director of Development** FLSA Status: **Exempt**

**GENERAL PURPOSE:** Under limited supervision, performs various professional planning services.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

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

- Provides technical and professional advice to architects, contractors, attorneys, engineers and the public regarding the Town General Plan, development processes, policies and the citizen's review processes; coordinates the development review process; serves as a liaison between customers and Town staff.
- Processes conventional zoning applications, PAD amendments, preliminary plats, final plats, conditional use permits, annexations, General Plan amendments, land divisions and other entitlement applications.
- Assists in the review and development of internal planning and development office processes, procedures, policies and tools to enhance operations and recordkeeping.
- Participates in the facilitation of Citizen Review Processes, which includes neighborhood meetings and public hearings before the Planning and Zoning Commission and Town Council; serves as the primary contact.
- Creates presentations, including recommendations to the Town Planning and Zoning Commission and Town Council regarding conventional zoning applications, PAD amendments, preliminary plats, final plats, conditional use permits, annexations, general plan amendments and other entitlement applications.
- Develops and prepares ordinances and resolutions for the Town's Attorney review and the Town Council consideration.
- Processes updates and amendments to the Town Unified Development Ordinance for the Planning and Zoning Commission recommendation, Town Attorney review and the Town Council consideration.
- Conducts site inspections and field research regarding development proposals.
- Facilitates and tracks the process of commercial plan review, development agreements and special projects.
- Manage and supervise planning staff under the direction of the Development Services Director.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Grant coordination and administration, funding research and analysis for urban renewal projects.
- Actively works to strengthen business and community communications in an effort to mobilize the community for business development, retention /expansion, and attraction.
- Performs related duties as required or assigned.

**MINIMUM QUALIFICATIONS:****Education and Experience:**

Bachelor's degree in urban planning and public administration or a closely related field and four years of professional planning experience in planning, zoning, annexations and/or urban development or an equivalent combination of education, training and experience. Minimum six month's supervisory experience required. Master's Degree preferred.

**Required Licenses or Certifications:**

Possession of a valid driver's license.

**Required Knowledge of:**

- Pertinent local, state and federal laws, codes and regulations affecting general plans, zoning, subdivisions and other related ordinances.
- Principles and practices of municipal planning.
- Principles and practices of project management.
- Research methods and report preparation techniques.
- Municipal government.
- State laws regarding open meetings, public records and records management.
- Uses and applications of personal computers and various software applications.

**Required Ability to:**

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Understand and interpret planning and zoning guidelines and provisions.
- Create and deliver comprehensive presentations to individuals and groups.
- Understand requests for various information and determine the appropriate information format.
- Perform research.
- Prepare complex reports, including analysis and narrative.
- Prepare spreadsheets and construct and/or modify automated reports.
- Work with all levels of an organization and provide technical guidance and consultation.
- Administer laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Maintain strict confidentiality.
- Operate a personal computer utilizing a variety of business software.

**Preferred Skills:**

- AICP Certification
- Highly organized.
- Creative and strategic thinker.
- Results oriented; customer friendly.

**Physical Demands / Work Environment:**

**JOB DESCRIPTION**

**Senior Planner**

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds.

*Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
		6/2018	Senior Planner			
		9/2019				

**APPROVED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_