

City of Grass Valley
JOB DESCRIPTION



CITY PLANNER

Department: Community Development

FLSA Status: Exempt

Reports To: City Manager

Unit: Contract (At Will)

SUMMARY OF JOB PURPOSE *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.*

This is a full-time, salaried, executive level position in the Community Development Department. The City Planner is the manager of the Community Development Department, serving at the pleasure of the City Manager on a contract basis (at will), and receives administrative direction from the City Manager.

Under the administrative direction of the City Manager, this position plans, directs, manages and evaluates the activities, operations, and staff of the Community Development Department; provides expert professional assistance and support to the City Manager, City Council, Planning Commission and Department Heads. The City Planner coordinates activities with other City officials, departments, outside agencies, contractors, organizations and the public; establishes department goals, objectives, policies and procedures; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The City Planner is a single incumbent management level class with responsibility for developing and implementing planning policies and programs and for the management of the City's planning and planning related activities. The incumbent implements all aspects of the City General Plan and Zoning Ordinance and enforces and implements the Subdivision Map Act and the California Environmental Quality Act. Additionally, the incumbent is responsible for accomplishing the City's planning goals and objectives and for ensuring that these goals and objectives are provided to the community in an effective, cost-efficient manner.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over management, professional, technical and office support personnel.

City of Grass Valley
JOB DESCRIPTION



CITY PLANNER

ESSENTIAL FUNCTIONS *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.*

1. Coordinates the organization, staffing, and operational activities for the City's planning operations including the Community Development Department's current and advanced planning functions.
2. Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
4. Directs, coordinates, and reviews the work plan for assigned services and activities; assigns work tasks, activities, and projects to staff; monitors workflow and work activities; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Maintains a physical presence in the office in order to supervise staff, perform administrative duties and meet with developers and the public.
6. Selects, trains, motivates, and evaluates assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
8. Analyzes planning and planning-related development projects; determines project priorities and scheduling; estimates and establishes guidelines for personnel, resources, and time required for planning project completion; monitors standards and schedules to ensure project completion concise written technical reports and correspondence including staff reports.
9. Ensures that development proposals conform to the City General Plan and other applicable plans and regulations.

**City of Grass Valley
JOB DESCRIPTION**



CITY PLANNER

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10. Maintains and updates General Plan elements on a regular basis.
 11. Oversees and participates in interpreting planning and planning-related ordinances and advises citizens.
 12. Provides public relations concerning community issues; responds to and resolves citizen inquiries and complaints.
 13. Oversees and participates in reviewing and making recommendations on zoning and permits; prepares and assists in the preparation of new or revised ordinances.
 14. Ensures the proper administration and enforcement of the City's zoning and related codes.
 15. Completes special projects as assigned; prepares statistical analysis and reports and presents these analysis reports to the City Manager and Planning Commission.
 16. Provides professional assistance on a variety of City matters to Planning Commission.
 17. Assists property owners, developers, builders, attorneys, and special interest groups to process applications and meet planning requirements as necessary.
 18. Reviews, processes, and approves, where authorized, planning applications, agreements, development plans and enforcement actions; negotiates, arbitrates, and resolves program, project and policy issues and conflicts internally and with community stakeholders and businesses.
 19. Processes applications for a variety of planning projects including zoning, subdivisions, conditional use permits, variances, maps and other planning for review, input, recommendation and/or action by the planning commission.
 20. Engages with the public to ensure effective communication to/from community stakeholders; develops and maintains cooperative professional relationships.
 21. Performs code enforcement and prepares and administers grants.
 22. Coordinates assigned activities with those of other departments and outside agencies and organizations.

City of Grass Valley
JOB DESCRIPTION



CITY PLANNER

23. Prepare and present verbal and written reports to the City Council.
24. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of planning.
25. Reviews legislation and assures compliance with appropriate laws, rules, regulations, and policies related to land use planning matters, including environmental laws.
26. Develops policies, procedures and ordinances to ensure compliance with applicable laws and regulations. (e.g. California Environmental Quality Act (CEQA), Subdivision Ordinance)
27. Interprets laws, regulations, policy, and procedures relating to land use and environmental planning.
28. Prepares RFPs (Request for Proposal) and RFQs (Request for Qualification) for services.
29. Identifies grant and other funding opportunities; prepares grant applications and administers grant program.
30. Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES: *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:

1. Functions and responsibilities of a public planning agency.
2. Administrative principles and methods, including goal setting, program and budget development and implementation, personnel management, and supervision.
3. Principles, practices, trends, theory, and programs relating to community and urban development, land use planning and environmental analysis and protection, zoning regulation, building safety and code enforcement.

**City of Grass Valley
JOB DESCRIPTION**



CITY PLANNER

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4. Federal, state, and local laws, rules and regulations relating to planning, zoning, housing, subdivision and environmental review and assessment.
 5. Federal and state historic preservation.
 6. Case law (federal and state) related to the regulations of land use.
 7. Housing and economic development programs.
 8. Familiarity with code compliance programs.
 9. Techniques used in the development, amendment and update of general plans and other planning documents including zoning ordinances, design guidelines, specific plans, and historic preservation documents.
 10. Principles and practices of contract administration and evaluation.
 11. Function, organization, and operation of California local government.
 12. Ralph M. Brown Act.
 13. English usage, grammar, and public speaking skills.
 14. Operation of all standard office equipment with emphasis on computer work processing and virtual meeting arrangements.
 15. Records management procedures
 16. Format and content for notices, ordinances, resolutions, and other documents
 17. Principles, practices, and skills to provide excellent customer service.

Ability to:

1. Coordinate and direct current and advanced planning activities and operations.
2. Supervise, direct, and coordinate the work department staff.

**City of Grass Valley
JOB DESCRIPTION**



CITY PLANNER

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3. Select, supervise, train, and evaluate staff.
 4. Recommend and implement goals, objectives, policies and procedures for providing wastewater treatment activities and operations.
 5. Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
 6. Policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
 7. Participate in the preparation and administration of assigned budgets.
 8. Plan and organize work to meet changing priorities and deadlines.
 9. Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the Department.
 10. Work cooperatively with other departments, City officials, and outside agencies.
 11. Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
 12. Identify, coordinate, and resolve a wide variety of interests in the development of the land use policy.
 13. Ensure program compliance with federal, state, and local rules, laws, and regulations.
 14. Interpret, analyze, apply, implement, and explain pertinent federal, state, and local laws, codes, and regulations including City codes and departmental policies and administrative directives.
 15. Effectively present information and respond to questions from groups of managers, council members, committee and commission members, and the general public.
 16. Read, analyze, and interpret information from professional journals, technical procedures, or governmental regulations.
 17. Read, understand, and evaluate plans, maps, and blueprints.

City of Grass Valley
JOB DESCRIPTION



CITY PLANNER

18. Interpret and explain City policies and procedures.
19. Prepare clear and concise reports.
20. Operate modern office equipment and computers including specialized computer applications.
21. Communicate clearly and concisely, both orally and in writing.
22. Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

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

1. Equivalent to a bachelor's degree from an accredited college or university with major course work in public or business administration, urban or urban planning or a closely related field.
2. Five years of supervisory or administrative experience in city, urban or regional planning and/or related community development activities with broad and extensive experience directly involving municipal services such as current and advance planning, architectural and design review, building inspection, code compliance, economic development and business retention
3. AICP (American Institute of Certified Planners) Membership/Certification preferred.

GENERAL QUALIFICATIONS

License Requirements

A valid California Class C driver license or higher is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**City of Grass Valley
JOB DESCRIPTION**



CITY PLANNER

Physical Requirements

Incumbents appointed to this class must have the mobility to work in a standard office or field environment, use standard office equipment and attend off-site meetings; intermittently operate a motor vehicle on surface streets with occasional exposure to weather conditions, and construction and traffic hazards; mobility to traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform fieldwork; intermittently sit at desk for long periods of time; lift light to moderately heavy weights; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone; manual dexterity to operate small equipment, tools and standard office equipment and supplies, and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).

Working Conditions

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, and in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confined workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. The incumbent may be occasionally required to work on evenings, weekends and holidays, and participate in after-hours on-call assignments.

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

Adopted:

**City of Grass Valley
JOB DESCRIPTION**



CITY PLANNER

Revised: