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City of Alameda  
Code No. 6090  
Approved by C.S.B.  
October 10, 2012

**CITY PLANNER**

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**DEFINITION**

Under general direction, is responsible for supervision, coordination, administration and management of all City planning work, activities and functions, including both current and advanced planning activities; performs those duties specified by statute and ordinance as those of Zoning Administrator; performs other related work as required.

**DISTINGUISHING FEATURES**

Work in this class is characterized by overall management responsibility for all aspects of City planning work and functions and by those Zoning Administrator responsibilities established by statute or ordinance.

**EXAMPLES OF DUTIES**

1. Plans, coordinates and oversees all planning and development programs, projects, services and activities, including update and maintenance of the City's General Plan, management of current and advanced planning, zoning, design review, development review, redevelopment area planning, environmental review, housing, transportation, historic preservation, environmental and land use planning, and deployment of technology such as permit software and geographic information systems (GIS).
2. Ensures provision of responsive, cost effective and innovative services.
3. Exercises Zoning Administrator authority as established by statute or ordinance.
4. Performs and oversees the work of staff with developers and the general public regarding advance planning efforts, development applications and processes, explaining purposes, regulations, policies and accepted development practices.
5. Oversees and ensures coordination of planning services in and with permit activities and functions; may process and/or monitor complex projects through the permit process.
6. Prepares analyses and reports regarding the City's General Plan, current planning, architectural review, redevelopment planning, environmental review, research and policy planning, and other planning topics or subjects.
7. Directs and oversees the development and implementation of the City's General Plan.
8. Perform and oversees review of existing zoning, subdivision, and environmental provisions and development of revisions to conform with community characteristics and needs.
9. Coordinates and directs the work of, and serves as mentor to, professional planners and other assigned staff; coordinates and directs the work of consultants.
10. Coordinates work with other divisions, departments, consultants, developers, property owners and outside agencies; confers with and serves as liaison to other departments, agencies, public officials, professional groups, residents, and public and community-based organizations; makes presentations, provides information and assistance regarding planning matters, policies and procedures; investigates and resolves complaints.
11. Administers and performs general and specialized planning activities.
12. Interprets, applies, and ensures compliance with various federal, state, and local laws, regulations and ordinances.
13. Directs research, compilation, and preparation of various routine and comprehensive studies, analyses and reports.
14. Develops and implements goals, objectives, procedures and standards; determines priorities, staff assignments and work methods.
15. Serves as Secretary to the Planning Board; provides and coordinates staff and technical assistance to the City Manager, the City Council and to various other boards, commissions and committees, including the Design Review Board; serves as the City's California Environmental Quality Act (CEQA) review officer; supervises and coordinates preparation of agendas and compilation of required reports and documents; reviews notices, minutes and other materials; manage commission and committee activities.
16. Serves as acting department head as required.
17. Prepares and administers budgets; administers revenue programs.
18. Supervises, trains and evaluates assigned staff.

## **EMPLOYMENT STANDARDS**

### Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in city or regional planning, urban design, or related field.

Experience: Seven years of progressively responsible professional urban planning experience involving current planning, advance planning, zoning administration work and project management, at least five years of which shall have involved managing and supervising these activities.

### Knowledge

Knowledge of the principles and practices of modern municipal planning as applied to diversified planning services and activities, including current planning, advanced planning, zoning, code compliance, environmental review, and historic preservation; land use, physical design, demographics, environmental, social and economic concepts including public and private financing and capital improvements; electronic data processing systems such as GIS, permit software, etc., and their planning and land use applications; complex spreadsheets and database applications; applicable federal, state and local laws, regulations and code provisions; municipal government organization and operations.; technical and legal considerations relevant to building and safety programs, and methods of identifying and resolving problems in respect to staffing, budgeting, supervision, training and employee relations.

### Ability

Ability to effectively manage all planning services activities and functions; provide responsive, cost effective and innovative services; properly exercise Zoning Administrator authority as established by statute or ordinance; plan, organize, coordinate and direct assigned staff, activities, projects, and programs; demonstrate effective leadership; develop and implement goals, objectives, policies, procedures, work standards and internal controls; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; set priorities and meet deadlines; interpret and apply relevant state, federal and local laws and regulations; interpret and explain complex regulations, policies and procedures; issue instructions, directions and orders; maintain level of knowledge required for satisfactory job performance; establish and maintain accurate records; plan, administer and evaluate work programs and schedules; prepare concise comprehensive studies and reports; set priorities, meet deadlines, and make sound decisions; maintain level of knowledge required for satisfactory job performance; maintain training and certifications as required; communicate effectively; act with resourcefulness, courtesy and initiative; exercise; establish and maintain effective working relationships with employees, public officials, consultants, other departments, community and professional organizations, other agencies, and the general public; supervise, train and evaluate assigned staff.

### Other Requirements

Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.