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City of Alameda  
Code No. 6040  
Approved by C.S.B.  
October 7, 1998

**PLANNER III**

**DEFINITION**

Under direction, performs professional work related to current and advanced land use planning and administration of land use controls and performs other related work as required.

**DISTINGUISHING FEATURES**

This is the experienced level class in the professional planning series. Work in the class is distinguished from that of lower classes within the series by the level of responsibility assumed and the complexity of duties assigned. Incumbents perform difficult and responsible duties including providing staff and consultant technical and functional supervision. Work involves responsibility for the application of professional knowledge and skills to various municipal planning, zoning and environmental problems. Responsibilities include the preparation of specific reports and recommendations with opportunity for limited independent judgment in planning work details and in making technical determinations.

**EXAMPLES OF DUTIES**

1. Reviews and evaluates development permit applications relating to zoning, land division, design review and historic preservation; conducts environmental reviews; ensuring processing is in compliance with statutory timelines and noticing requirements.
2. Undertakes or directs zoning compliance activities; may oversee city zoning administration functions.
3. Researches planning issues; analyzes data, develops and presents comprehensive planning studies, including General Plan studies, revised land use controls, and development proposals.
4. Prepares reports, administrative decision memos and correspondence; may prepare graphic illustrations.
5. Coordinates planning activities and confers with other departments, public officials, consultants and the public; explains City policies; may coordinate and monitor the work of consultants.
6. Provides technical advice to the City Council and various City boards and commissions; makes presentations to and participates in City Council, Planning Board and other meetings as required.
7. Meets production requirements within established deadlines.
8. May direct technical and functional activities of 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 planning, architecture, urban design or related field.

Experience: Three years of professional municipal planning experience involving current planning and CEQA. Planning experience in California is desired.

(OVER)

**EMPLOYMENT STANDARDS** (continuation)

Knowledge

Knowledge of municipal planning principles and practices, including zoning, land division, environmental review, design review and historic preservation; applicable laws and government code provisions regarding zoning and general plans including California Environmental Quality Act and the Subdivision Map Act.

Ability

Ability to review and evaluate architectural and site plans and drawings; collect, compile, analyze and interpret data related to planning including census and land use data; prepare clearly written and concise studies and reports; interpret and apply State, Federal and local laws and regulations related to planning; effectively perform assigned duties and responsibilities; apply the use of computer word processing, spreadsheet and database functions; draw valid conclusions and project consequences of decisions and recommendations; set priorities, meet deadlines and make sound decisions; communicate effectively; establish and maintain effective working relationships with employees and the general public and direct activities of assigned staff.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.