

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 6080
Approved by C.S.B.
July 12, 2006

SUPERVISING PLANNER

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DEFINITION

Under general direction, supervises and participates in the coordination, administration and management of major planning functions; coordinates and participates in the more difficult research and analysis of various planning activities; performs other related work as required.

DISTINGUISHING FEATURES

Work in this class is characterized by focus of managerial functions on programs/projects and related research, analysis, and consultant work coordination, rather than professional staff management and administration.

EXAMPLES OF DUTIES

1. Plans and organizes work in major functional planning areas such as current or advanced planning, environmental review, code compliance, historic preservation, research and evaluation.
2. Prepares and/or coordinates preparation of proposed plans, plan revisions, ordinances and other recommendations involving planning objectives; assists in coordinating the development, maintenance and implementation of the general plan; conducts comprehensive housing, transportation, environmental and land use planning.
3. Makes recommendations and may make decisions regarding land use and zoning matters.
4. Provides and assists in coordinating staff and technical assistance to the City Council and to various boards and commissions including the Planning Board, public Art Commission and Historical Advisory Board; serves as secretary to various boards and commissions as assigned.
5. Prepares technical reports and correspondence; makes presentations to the City Council, Planning Board and other boards, commissions, community groups, and governmental bodies.
6. Maintains knowledge of planning trends including legislation, court rulings and professional practices and techniques; prepares related policy and procedural recommendations.
7. Processes and/or monitors complex projects through the permit process; performs specialized and complex aspects of planning projects.
8. Coordinates and directs the work of consultants engaged in planning and related activities; oversees the work of staff as assigned.
9. May coordinate preparation of and/or prepare environmental review documents in compliance with applicable State and Federal requirements for development proposals and City projects; evaluates and reviews various environmental reports and publications.
10. May assist in budget preparation and administration.
11. May supervise, train and evaluate 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: Four years of progressively responsible professional municipal planning experience at least 2 years of which shall have been in a supervisory, senior or lead capacity.

Knowledge

Knowledge of municipal planning principles and practices including current and advanced planning, zoning, code compliance, environmental review, historic preservation, and design review; land use, physical design, demographics, environmental, social and economic concepts; applicable laws and code provisions; municipal government organization and operations.

Ability

Ability to effectively supervise and participate in the coordination, administration and management of assigned Planning programs, projects, functions and activities; interpret and apply state, federal and local laws and regulations related to planning management; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports concerning complex matters; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; develop and administer assigned budgets; communicate effectively; establish and maintain effective working relationships with employees and the general public and supervise, train and evaluate assigned staff.

Other Requirements

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