

CITY OF COVINA

CITY PLANNER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, performs a variety of supervisory, administrative and technical work in the development, implementation and maintenance of the Planning Division; assists the Director with other departmental divisions, including the Transportation and Code Enforcement Divisions; implements departmental policies and procedures; coordinates activities with other divisions, City departments, outside agencies and organizations; organizes, supervises, reviews, and participates in the work of professional, technical and office support staff; makes recommendations to the City Council and Planning Commission on planning issues; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **City Planner** is a supervisory level position that exercises full responsibility for planning, organizing and directing the work activities of the Planning Division staff. This classification is distinguished from the next higher classifications of Director of Community Development/Deputy Director CRA in that the latter has overall management responsibility for the Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Director of Community Development/Deputy Director CRA. Exercises direct and indirect supervision over professional, technical and office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs a variety of supervisory, administrative and technical work in the development, implementation and maintenance of the Planning Division; assists the Director with other departmental division assignments as needed and determined by the Director; may be assigned to work within Redevelopment.
- Assists the Director in the administration and coordination of a variety of services, including current and long-range planning, zoning, development, environmental review, traffic and transportation planning, housing studies, and economic/redevelopment strategies.
- Accepts responsibility for the activities, operations and services of the Planning Division; directs, coordinates, reviews and participates in the work of professional and technical employees engaged in data collection, analysis, plan formulation, property maintenance, review of proposed developments, permit processing, housing studies, and implementation and maintenance of a wide variety of planning and zoning activities; provides interpretation of the General Plan, zoning, and subdivision ordinances; coordinates activities with other divisions, City departments, outside agencies, and organizations.

- Supervises and participates in the development, implementation and maintenance of division goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance and meeting division goals; ensures that goals are achieved.
- Coordinates the selection, orientation, training and evaluation programs for assigned personnel; provides or coordinates staff training; provides positive motivation for employee performance; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of staff to ensure compliance with applicable federal, state and local laws, codes and regulations; negotiates and administers contracts with planning and environmental consultants, and traffic engineers to perform planning and traffic/transportation planning related work.
- Assists and participates in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials, services and supplies; administers and monitors the approved division budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Serves as a technical advisor to the Planning Commission, Development Review Committee, Historic Preservation Board, City Council, and City staff; prepares and coordinates reports and presentations; ensures timely action on City Council, Planning Commission and Historic Preservation Board directives and initiatives.
- Monitors and keeps informed of current trends in the field of urban planning and community development, including legislation, court rulings, and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.
- Responds to the most complex and difficult inquiries and requests for information; provides information and resolves service issues and complaints; represents the division with other City departments, other agencies, civic groups, and the public.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **City Planner**. A typical way of obtaining the required qualifications is to possess four years of increasingly responsible experience in planning, redevelopment and economic development, two years of which has been a supervisory level, and a bachelor's degree in planning, economics, public administration, architecture, landscape architecture, or a related field. A master's degree is highly desirable.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Modern principles, practices and techniques of governmental current and advanced planning and code enforcement functions; land use, physical design, demographic, zoning, environmental, and building/housing codes, economic and social concepts as applied to municipal planning; methods and techniques of supervision, training and motivation; principles and practices of program and budget development, administration and evaluation; applicable federal, state and local laws, codes, and regulations, including California laws relating to subdivisions, annexations, zoning, transportation, and land use; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize, direct and evaluate the work of subordinate staff; supervise and participate in the collection, analysis and interpretation of data pertaining to planning, advanced planning, redevelopment, economic development and housing; make clear public presentations; supervise and participate in the establishment of division goals, objectives and methods for evaluating achievement and performance levels; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications, including graphic and presentation programs.