

CITY OF GLENDALE

TITLE:	Senior Planner	CLASS CODE:	545
REPORTS TO:	Planning Manager	GRADE:	29
DEPARTMENT:	Planning	FLSA:	E
JOB SPECIFICATION DATE: July 1, 2005 bwg			

JOB SUMMARY:

Performs professional planning work and acts as Project Manager on extremely complex and difficult planning and development projects for the Planning Department.

ESSENTIAL FUNCTIONS:

1. Manages extremely complex planning and development projects that include management of formal and informal project teams. Assembles team, defines scope and schedule for review, sets performance objectives, makes assignments, monitors progress, reviews the work of an interdisciplinary team, resolves issues and conflicts, reports findings and recommendations, documents, approvals, and is accountable for project process and the end product.
2. Reviews very complex requests for rezoning, use permits and variances, and prepares staff recommendations and stipulations of approval.
3. Prepares and presents reports to the Planning Commission, Board of Adjustment, Historic Preservation Commission, neighborhood groups and City Council.
4. Develops major components of the City's General Plan, General Plan amendments, and specific area plans to achieve Council goals.
5. Reviews preliminary and final plats, design plans and construction plans, and conducts final site inspection for approval on major residential, commercial and industrial development projects.
6. Conducts highly technical research and analysis, evaluates findings, identifies significant issues, determines options, and develops staff recommendations on difficult and complex projects.
7. Meets with property owners, developers, attorneys and other design professionals to discuss and resolve planning and development issues, and exercises considerable discretion in problem solving, decision-making and negotiating agreements.
8. Provides technical support, information, and guidance to property owners, developers, other staff members, other City departments, elected and appointed officials and other jurisdictions on adopted ordinances, policies, plans and procedures.
9. Conducts public meetings with neighborhood groups and special interest groups.
10. Formulates goals, objectives and policy statements for adoption by City Council.
11. Drafts complex development guidelines, zoning ordinance amendments and related implementation strategies, and assists with ordinance interpretation.
12. Provides guidance and serves as a technical resource to other planning staff.
13. Prepares special planning studies and planning policy research and analysis for the management team, appointed committees, Boards and Commissions, and the City Council.
14. Represents the City on Intergovernmental Committees on regional planning and development policy matters and technical issues.
15. Represents the department on City task forces and interdepartmental teams on specific projects or issues.

SECONDARY FUNCTIONS:

16. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

The principles, practices and methods used in urban planning and available implementation techniques.

Data gathering and research methods, data review, reporting and presentation.

Development issues and concerns, neighborhoods, public participation techniques, and the development process.

City policies and procedures related to land use and development.

Urban design and site design principle and the related fields of Civil Engineering, Traffic Engineering, Architecture and Landscape Architecture.

Project management and organization principles.

Land use law, zoning and subdivision regulations.

Ability to:

Apply planning principles to work assignments, implement City ordinances and policies, review site plans and architectural elevations, and analyze potential impact of development proposals.

Conduct research, compile data, analyze findings, identify key issues and prepare professional recommendations.

Plan, organize, and manage the activities of project teams, and multiple projects to completion.

Communicate effectively, verbally and in writing.

Establish and maintain effective working relationships with co-workers, citizens, business owners, city officials, upper management, Attorneys, and other design professionals and developers.

Identify, facilitate and resolve project issues and problems.

Exercise considerable initiative and independent judgement, and function in a non-supervisory leadership role.

Provide quality customer service.

WORKING CONDITIONS:

Office setting.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Urban Planning, Urban Design, Geography, Landscape Architecture or a related field and five years experience in planning, project review or a related community development activity. A Masters Degree in Urban Planning or a related field is preferable.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

Valid Arizona drivers license.