

SENIOR PLANNER

DEFINITION

To perform advanced and complex work in all phases of current and long range planning, environmental analysis and administration.

SUPERVISION RECEIVED AND EXERCISES

Direction is provided by the Planning Director. The Senior Planner is in charge of all Community Development Department activities in the absence of the Planning Director.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS/DUTIES

- Advise development proponents and the public on matters relative to the Town's development policies and standards.
- Review and evaluate development proposals to assure compliance with the Town's General Plan, Zoning Ordinance, Subdivision Regulations, the California Environmental Quality Act (CEQA) and other applicable Federal, State and local laws, policies and administrative regulations.
- Preparation of Staff reports and presentation of those reports and supportive information to the Planning Commission on a regular basis and to the Town Council and other Boards/Commissions/Committees as assigned by the Planning Director. Also, the Senior Planner prepares update reports for the Planning Director to present to the Town Council on items that are referred to them by the Planning Commission.
- Compiles information and prepares comprehensive planning reports and special studies, and researches and prepares amendments and revisions to the General Plan, Zoning Ordinance, Subdivision Ordinance, CEQA Regulations and Guidelines and other special purpose ordinances, policies and regulations as instructed by the Planning Director.
- Provides technical assistance and supervision as needed to subordinate Staff members, which generally includes the Associate Planner(s), the Assistant Planner(s), the Chief Building Inspector(s), Building Inspector(s), Planning Technician(s), and the Planning and Building Department Secretaries.
- Perform related duties as assigned by the Planning Director.

TOWN OF TIBURON	Page 2
Senior Planner	
(Continued)	

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and practices of urban planning.
- Site planning and architectural design.
- Current literature, information sources and research techniques in the field of urban planning.
- Proficient in use of computers for word processing and data recovery purposes.

Ability to:

- Learn laws and Town policies underlying general plans, zoning and land divisions.
- Learn applicable environmental laws and regulations and methods of assessment.
- Analyze and compile technical and statistical information and prepare reports.
- Work effectively with architects, engineers, contractors and the general public.
- Communicate clearly and concisely, orally and in writing.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

Experience:

Five years of progressively responsible experience in a public planning agency. Previous experience in California planning agencies and supervisory experience are considered very desirable additions to the above qualifications.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university in Urban or City Planning or a closely related field.