

**CITY OF ARCADIA**  
**SENIOR PLANNER**

**DEFINITION**

Under general direction, to perform advanced level professional planning; to serve as a subject matter expert on environmental review, and urban design; to act as project manager on complex projects; and to provide highly technical assistance to the Deputy Development Services Director.

**DISTINGUISHING CHARACTERISTICS**

The Senior Planner is an advanced level planning position in the Planner class series. Positions at this level are distinguished from the Associate Planner level by requiring more experience, responsible for advanced level professional planning work, and managing projects to completion. Planners at this level exercise greater independence and judgement, receiving general supervision from the Planning Manager and Deputy Development Services Director. Positions in this Planner class series are flexibly staffed and positions at the Senior Planner level may be filled by advancement from the existing Associate Planner level with the City of Arcadia, provided all minimum qualifications and staffing procedures listed in the Personnel Rules & Regulations are met. When filled from the outside, the employee is similarly required to meet the minimum qualification standards.

**SUPERVISION EXERCISED**

Exercises technical and functional supervision over Assistant and Associate Planners as well as professional, technical, and administrative support staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assist in the preparation and administration of the City's General Plan and Zoning Ordinance.

Organize, review and participate in completing urban planning assignments; personally perform the most complex and sensitive planning work in advance planning, current planning, or zoning.

Perform research and analysis of the most difficult planning problems; lay the ground work in developing and implementing new programs; coordinate the development of new programs with other governmental agencies and public groups; represent the division in situations requiring a high level of public contact.

Develop requests for proposals; manage consultant contracts associated with assigned planning and policy studies; develop work programs and methodologies; establish and maintain project schedules.

Develop staff reports related to planning; present reports to the Planning Commission, other commissions, committees and boards as necessary; perform a variety of public relations and outreach work related to planning activities.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to planning programs, policies, and procedures as appropriate.

Review and analyze development plans for compliance with the general plan, zoning and other City regulations and policies; direct the review of use permits, subdivisions, rezoning requests, variances, and other land use entitlements.

Plan-check building plans for conformance with zoning regulations, then with approved plans, landscaping, grading, slope, drainage standards, and other engineering plan check items.

Research and draft covenants, resolutions, and ordinances for review.

Monitor and evaluate the effects and implications of regional planning and development issues on the City of Arcadia; coordinate with SCAG and the SGVCOG.

Manage Assistant and Associate Planners and Planning Interns in the execution of their duties, including public counter, customer service, and assist and advises the public in preparing and filing of applications related to a variety of planning issues.

Review and prepare written staff reports and oral presentations to the City Council, Planning Commission, Historic Preservation Commission, and other Boards, as directed.

Check commercial, industrial, and residential development plans for issuance of zone clearance; process permit applications and calculate appropriate fees.

Research and draft ordinances for review by the Deputy Development Services Director and Planning Commission.

Investigate complaints of zoning violations and recommend corrective action as necessary to resolve complaints concerning the City's planning function.

Administer provisions of the California Environmental Quality Act (CEQA) and various other environmental planning activities.

Confer with engineers, developers, architects, a variety of agencies, and the general public in acquiring information and coordinating planning and zoning matters; provide information regarding City development requirements.

Attend public hearings; advise the Planning Commission on planning activities and the Historic Preservation Commission; confer with City officials as well as the public on City planning activities.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of urban planning.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

#### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

##### **Knowledge of:**

Theory, principles and practices of advance planning, development review, and zoning.

Site planning, grading/drainage and architectural design.

Principles of lead supervision and training.

Pertinent Federal, State, and local laws, codes and regulations including the California Environmental Quality Act (CEQA) and the California Subdivision Map Act.

Methods and techniques of effective technical report preparation and presentation.

Quantitative and statistical analysis.

Recent developments, current literature and sources of information related to urban planning and administration.

Principles and practices of customer service.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Organize and direct the collection and analysis of economic and statistical data basic to the interpretation of planning problems and make sound recommendations.

Provide lead supervision and training to assigned staff.

Work independently with little direction; present technical information effectively to the Planners and the public both orally and in writing.

Present information to the City Council, Planning Commission, Historic Preservation Commission, Boards, and the general public.

Prepare clear, concise technical reports; plan and organize workload; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships with City staff, representatives of other governmental agencies, organized community and business groups and the public.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Analyze site design, terrain constraints, circulation parameters, land use compatibility, utilities, and other urban services.

Ensure program compliance with Federal, State and local rules, laws and regulations.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Five years of increasingly responsible professional urban planning experience including some lead supervisory experience.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

**Effective Date:** February 2008

**Revised Date:** August 2024