

CITY OF MILL VALLEY

SENIOR PLANNER

Job Description

SUMMARY: Under general direction from the Director of Planning and Building, this position will lead, oversee and perform complex professional level duties and services related to current and advance planning activities; provide technical guidance and training to subordinate planning and technical staff; oversee the day-to-day operation of the “planning counter” and current planning projects and procedures, particularly in the areas of single-family, multi-family and commercial design review; work with City departments, the Planning Commission, external agencies, the business community, neighborhood associations and other local stakeholders and the general public on policies and procedures, regulations, design guidelines and other related land use, environmental and planning policies and procedures; and provide technical and administrative support to the Director of Planning and Building.

DISTINGUISHING CHARACTERISTICS: Positions at this level are distinguished by the level of responsibility and the complexity of duties assigned, and often exercise independent judgment in the performance of all duties. Positions at this level possess a specialized technical and functional expertise and may exercise lead supervision over lower-level professional, technical and administrative staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reviews and processes and oversees the review and processing of planning and development applications. Prepares staff reports, findings, conditions and recommendations.
- Serves as a project manager for complex planning and design review projects, including analysis and evaluation of site and architectural plans, performing technical reviews for compliance with applicable codes, guidelines and conditions of approval; provide referrals to other City departments, agencies and technical experts; preparing reports and making recommendations.
- Provide advice and information to the general public and applicants regarding planning, design review, and related development regulations and requirements; interprets, clarifies and ensures conformance with applicable codes and regulations; facilitates the resolution of differences among applicants, neighboring residents and the general public, as necessary; reviews and approves construction plans and verifies compliance with conditions of approval.
- Evaluates projects for compliance with the California Environmental Quality Act; writes and reviews Initial Studies; coordinates the preparation of Environmental Impact Reports; reviews environmental documents from other agencies; performs mitigation monitoring and enforcement.
- Provides lead direction to professional planning staff, technicians and administrative staff on assigned projects, timelines and procedures; reviews the preparation of reports, memoranda and other correspondence; provides input to the Director of Planning and Building regarding staff performance.
- Participates in major advance planning projects, such as performing research and analysis pertaining to the updating and implementation of the General Plan and Housing Element,

municipal ordinances, policies and procedures.

- Coordinates, attends and represents the policy position of the City at various meetings for the purpose of providing and receiving information regarding projects or initiatives of importance or interest to the City; makes presentations before the Planning Commission, City Council, legislative bodies or committees of other governmental agencies, and before local civic, business, neighborhood or other local groups.
- Attend and participate in professional group meetings; stay abreast of new trends, technology and innovations in the field of planning and related issues.
- Perform other duties and responsibilities as directed.

EDUCATION and EXPERIENCE: Graduation from a recognized college or university with a Bachelor's degree in Planning or related field and seven to ten years of increasingly responsible professional planning experience. A Master's degree in Planning or related field is preferred. Experience with two or more local public agencies in California is desirable, particularly in smaller communities with a well-educated and involved citizenry. Excellent written and verbal communication skills required.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid California drivers' license and have a satisfactory driving record.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

SALARY AND BENEFIT INFORMATION

Salary range \$6,357 – 8,520 monthly

Excellent benefits include:

- Medical and dental insurance coverage for employees and dependents up to the Kaiser and Delta Dental family rate.
- Deferred compensation investment plan with \$600 match by the City of Mill Valley.
- Employee assistance program.
- 96 hours sick leave per year.
- 2 weeks of vacation per year in 1st-3rd years of employment, 3 weeks of vacation per year in 4th-7th years of employment, 4 weeks of vacation per year in 8th-15th years of employment, and 5 weeks of vacation per year after 15 years of employment.
- 10 paid holidays plus 4 floating holidays annually.
- Membership in Public Employees' Retirement System.
- \$50,000 life insurance.
- Long-Term Disability Insurance.
- Administrative leave.

April 17, 2013