

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**SENIOR PLANNER**

Civil Service Status: Open Competitive	Bargaining Unit: General Employees' Association
Probationary Period: One Year	Approved by City Council: 6-1-09
Classification Series: Planning Series	Resolution No.: 2009-69
FLSA Status: Non-Exempt	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under administrative direction of the Planning Manager, this professional position is responsible for performing a variety of supervisory, administrative and technical duties in, current and advance planning related to the development and implementation of land uses and related municipal plans and policies; performs complex professional work in all phases of city planning. Oversees planning personnel; performs related duties as required.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Performs complex assignments and specialized work including research, review and analysis related to current and advance planning issues;
- Ensures that planning activities are conducted in accordance with Federal and State law, City ordinances, rules and regulations;
- Interprets planning policies and local ordinances; drafts policies and ordinances;
- Supervises and manages major planning projects and the preparation of staff reports and recommendations to the City Council, Planning Commission, and other City commissions for projects including, but not limited to general plan amendments, zoning ordinance amendments, conditional used permits, development permits, zoning variance, subdivision maps, and environmental assessments;
- Reviews new or proposed construction to assure conformance to codes, guidelines and other requirements;
- Prepares and coordinates environmental assessments for compliance with the California Environmental Quality Act (CEQA); evaluates conclusions of environmental documents and prepares recommendations;
- Administers professional service contract performed by contractors and consultants;
- Plans and organizes work; recommends and implements methods and schedules to meet operational needs and ensure achievement of work objectives of the Planning Division;
- Oversees the work of assigned personnel in the preparation and review of current or advance planning projects; reviews and edits report drafts;
- Supervises and provides direction and instruction to assigned personnel/planners regarding technical methods and processes; evaluates the performance of assigned personnel;
- Participates in the preparation and monitoring of the division budget;
- Serves as liaison to various departments, boards commissions and agencies; responds to inquiries regarding division activities;
- Provides technical assistance to Planning and other City personnel and the general public regarding current or advance planning issues;

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(Continued)

- Makes oral presentations on planning and environmental issues;
- Attends, as needed, evening public meetings, and presents planning and zoning matters to the City Council, Planning Commission, and other community organizations;
- Assist in the development and implementation of planning goals, policies and priorities of the Planning Division;
- Establishes and maintains effective working relationships with City staff, other agencies, developers and the general public;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as situation requires;

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Principles, practices, techniques, and trends of land use planning;
- Applicable city, county, state and federal laws, statutes, rules, regulations, codes and ordinances governing land use planning and zoning;
- CEQA guidelines and policies;
- Budget preparation and administration;
- Research methods, computer applications and software;
- City organization, operations, policies and procedures;
- Contract preparation and administration;
- Supervision, work coordination, and training principles;

**Skills:**

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application;

**Ability to:**

- Efficiently and effectively supervise and coordinate major programs and personnel of the Planning Division;
- Analyze and interpret data pertaining to planning and zoning;
- Communicate effectively both orally and in writing;
- Maintain records and prepare reports;
- Maintain and manage strict time schedules/projects;
- Establish and maintain effective and cooperative community relationships;
- Effectively train, supervise and evaluate staff;

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- Handle confidential information with discretion;
- Understand and interpret provisions the municipal code, MOU's Administrative Policies and Departmental Rules and other City Policies related to their respective job duties;
- Review and evaluate employee's job performance;
- Foster a teamwork environment;
- Plan, organize and prioritize progress;
- Lead, coach, train, instruct and motivate employees;
- Initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues within the organization;
- Work necessary hours and times to accomplish goals, objectives and required tasks;
- Interact with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle irate customers;
- Work overtime as requested;
- Assume responsibility for maintaining a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts;
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification by the end of the probationary period;

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's degree from an accredited university, in Urban and Regional Planning, Public Administration, Urban, Environmental Studies, Geography, Engineering, Architecture or other closely related field;

**Experience:**

Four (4) years of progressively responsible municipal, current and advance planning experience as a consultant or municipal employee.

**License or Certificate:**

A valid California Class C Driver's License and a satisfactory driving record. Certification by the American Institute of Certified Planners (A.I.C.P.) is desirable.

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**Physical Requirements:**

Must meet approved physical and pre-placement medical standards for the position.