

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Senior Planner	CLASS. CODE: 0201
DEPARTMENT:	Community Development	FLSA: E
REPORTS TO:	Various	DATE: 7/1/2002

Job Summary:

Develops and manages projects, from inception to successful completion, and prepares and implements policy initiatives. Supervises professional and administrative staff, manages consultants, conducts research; and analyzes and presents data of a complex nature.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Receives, organizes, reviews and writes recommendations on applications for comprehensive plan changes, variances, zone changes, subdivisions, human resources and urban renewal programs for decision makers such as planning commissioners, city council members or committees.
2. Manages projects and programs from inception to completion including designing project scope, writing work programs, preparing project budgets, coordinating consultant recruitment and selection, coordinating personnel and monitoring progress. Projects include but are not limited to studies of underdeveloped areas and previously subdivided land.
3. Prepares statistical studies of population, housing, urban growth, transportation, natural resources, health, criminal justice, manpower, aging and social services.
4. Supervises subordinate professional and support staff including scheduling and assigning work, providing direction, setting project priorities, reviewing and approving work products, completing performance appraisals, and providing for and approving training.
5. Develops proposals relating to city, county, regional or human resources planning. Develops and recommends project goals and objectives, performs research, prepares quantitative analyses, develops criteria to assess the effectiveness of programs and prepares findings and ordinances for adoption.
6. Advises other staff members, elected officials, public agencies and citizens on zoning, land-use matters, permit activities and human resource programs.
7. Supervises the preparation of reports, base maps, charts, statistical data, tables and other graphic presentations.
8. Prepares and manages applications for grant funding of projects involving identifying funding sources, coordinating the development of application materials, preparing budgets and schedules and conducting research to support grant applications, preparing progress reports and closing upon project completion.
9. Formulates new programs and procedures for public review.

Important Job Functions

1. Advises elected officials, division administrators and department heads on policy recommendations.
2. Monitors program and project expenditures and budgets to ensure regulatory compliance and fund availability.
3. Represents Division in meetings with other departments, agencies and citizen groups.

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4. Conducts public meetings and hearings.
5. Produces public information materials, press releases, articles, notices or advertisements. Advises businesses, agencies and community members in the planning and program development process.
6. Reviews and approves contract payments, recommends change orders and addenda.
7. Provides primary staff support to City Council Advisory Boards.
8. Attends meetings and various training seminars and conferences as required.
9. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in planning or a related field; and,

Three to four (3-4) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Valid Oregon driver's license may be required.
- American Institute of Certified Planners is desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Land use planning history and philosophy, practice of local government, economic development and planning laws.
- Principles and procedures of professional planning.
- Research methodology and statistical techniques.
- Drafting and building construction may be required.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Research, compile, and summarize a variety of informational and statistical data and materials.
- Organize multiple and on-going projects, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction.
- Apply logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.

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- Operate general office machines such as copiers, facsimile machines, telephone systems, and paging systems.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Bend, kneel, stoop or climb.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.