

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: SENIOR PLANNER**  
**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**REPORTS TO: CITY PLANNER**

**JOB CODE: 1520**  
**DATE: 12/16**

**JOB SUMMARY:**

Provides land use and site planning assistance to developers, property owners, the general public, and other City staff. Reviews development plans and provides recommendations to the Planning Board. Assists developers and property owners through the plan review process. Provides transportation planning assistance and recommendations to various committees and commissions. Works on special projects.

**ESSENTIAL JOB FUNCTIONS:**

Performs development review of proposed subdivisions, site plans, and applications for architectural design and Planning Board review. Prepares written responses and discusses application with developer's team and general public. Prepares reports and makes recommendations on applications under consideration.

Provides direction to Administrative Specialist.

Represents the City on various boards and committees as assigned by the City Planner.

Coordinates other reviews and approvals necessary for the issuance of building permits and certificates of occupancy. Inspects projects to determine compliance with Planning Board approval.

Assists the public with inquiries related to the City's land use regulations.

Makes presentations to the Planning Board and to other City boards and committees as directed by the City Planner.

Works with other members of the Planning Division, as well as other divisions and departments, to prepare reports and draft amendments to the City's Subdivision Regulations, Site Plan Review Regulations, Architectural Design Review Guidelines and Master Plan. Presents draft amendments to the Planning Board, City Council, and stakeholders.

Provides assistance to various transportation related commissions and committees, including recommendations, project support, and outreach as needed.

Coordinates related work with other departments, private utilities, and regulatory agencies.

Works on special projects as directed by the Assistant City Planner or City Planner.

Prepares grant applications.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer, General Office Equipment, and Copier

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree or equivalent from an accredited four-year college or university in landscape architecture, planning or a related field; and at least three years of progressively responsible related experience; or any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job. A master's degree in Landscape Architecture is highly desirable.

**Licenses and Certifications:**

Valid State Drivers License

AICP (desirable).

Registered Landscape Architect (desirable).

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Principles and practices of land-use planning and its relationship to transportation and zoning issues.

Principles and practices of new urbanism, sustainability, complete streets, and multimodal corridor design

Applicable state, federal, and local laws, rules, and regulations.

Methods and techniques of research, statistical analysis, and report presentation.

Multimodal transportation related guidelines, regulations, best practices, and resources

Microsoft Office software.

Geographic Information Systems

**Skills in:**

Site design and graphic representation

Ability to read and development plans and drawings

Using tact, discretion, initiative, and independent judgment within established guidelines.

Giving presentations and conducting public outreach efforts

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks and to understand, interpret, and communicate complicated policies, procedures, and protocols.

Communicating clearly and effectively, orally and in writing.

Preparing clear and concise reports, correspondence, and other written materials.

**Mental and Physical Abilities to:**

Ability to problem solve when standards may not always be available; ability to “think outside-the-box”.

Operate with multiple deadlines and competing demands.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Speak effectively before public groups and respond to questions.

Interpret a variety of technical instructions with abstract and/or concrete variables.

Inspect and evaluate property of varied topography and vegetative conditions.

Define problems, collect data, establish facts, and draw valid conclusions.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Perform duties while sitting at a desk or while intermittently sitting, standing, walking, or stooping.

Occasionally lift objects up to 10 lbs.

**Working Conditions:**

Work is performed in an office and outdoors, occasionally in cold or inclement weather and sometimes on rugged terrain.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.