

# Senior Planner

## Job Description

The Senior Planner most often requires advanced professional planning experience of high complexity and variety. Some functions are similar to those of the Planner II/Planner III level, though the Senior Planner often leads or is significantly involved with larger, more complex planning assignments. Planners at this level exercise greater independence and judgment, receiving general supervision from senior management. The Senior Planner may supervise the Planning Technician, Planner I or II.

## TYPICAL FUNCTIONS

- Performs advanced professional work related to variety of planning assignments.
- Manages complex planning studies, development applications and reviews consultant proposals.
- Reviews and processes complex comprehensive plan amendments, rezonings, potential development projects, site plans, plats.
- Creates and presents amendments to the Land Development Regulations as needed.
- Works and presents at community workshops.
- Provides professional planning assistance to member communities on varied land use projects.
- Works in regional program areas relating to floodplain management, community development, hazard mitigation and others.
- Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans.
- Conducts meetings with residents, developers, architects, and contractors on projects and potential projects.
- Presents reports and other findings to staff, planning and zoning boards and commissions, and elected officials and serves as liaison.
- Attends some evening and weekend meetings.
- Supervises more junior planners within organization.

## TYPICAL KNOWLEDGE

- Advanced knowledge of the philosophies, principals, practices & techniques of planning.

- Well-developed knowledge of one or more planning disciplines, such as land use planning/zoning, transportation planning, environmental planning, urban design, housing, historic preservation or economic development.
- Knowledge and experience in construction processes.
- Knowledge of the Community Rating System and floodplain management (building in the floodplain, FEMA 50% Rule).
- Knowledge of principles, methodology, practices of research and data collection.
- Knowledge of effective writing techniques.
- Knowledge of computer programs and applications, which may include Microsoft Office, GIS, and database management.

## **TYPICAL SKILLS**

- Excellent oral and written communication skills for preparing and presenting planning reports and projects.
- Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers.
- Creative problem-solving skills to gather relevant information to solve less well- defined planning problems.
- Group facilitation skills for use with community workshops.
- Ability to work on several projects or issues simultaneously.
- Ability to provide effective supervision and staff management.
- Ability to manage projects effectively and meet firm deadlines.
- Ability to facilitate in-person and virtual public participation activities.

## **MINIMUM QUALIFICATIONS**

A master's degree in planning or related field and four years of professional planning experience is preferred, or a bachelor's degree in planning or a related field and six years of professional planning experience. Supervisory experience may be required or preferred. AICP Certification is preferred. The Senior Planner must be a Certified Floodplain Manager (CFM) or become a CFM within one year.