



# CITY OF POCATELLO CLASSIFICATION SPECIFICATION

## **Senior Planner**

Department: Planning & Development Services    Reports to: P & D Services Director    Pay Grade H14  
Date Established: 3/2014    Date Revised: 6/2017    FLSA Status: Exempt

### **CLASSIFICATION SUMMARY**

The Senior Planner is an advanced professional level planning position. The Senior Planner is significantly involved with complex planning assignments. The Senior Planner may engage in either long-range planning functions or specialized project development.

The job performs advanced professional work related to a variety of planning assignments which may include managing complex planning studies such as the City's Comprehensive Plan and all related land use ordinances. The position reviews and processes development applications, reviews consultant proposals and site plans for residential, subdivision, office, industrial and commercial developments. The job works regularly with other City departments and members of the development industry including, but not limited to, builders and developers, architects, engineers, and realtors.

The job requires a Bachelor's Degree in Planning or a related field, with a Master's Degree preferred, and five years' experience in planning, urban studies, public administration, or a related field.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a Department office environment. Some field work visiting development sites is required. The noise level is generally moderate.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Administers the orderly growth and development of the City through the application of the Comprehensive Plan and the sign, zoning, subdivision, boarding house, wireless communication facility, and other applicable ordinances.

Coordinates on growth and development issues with other City departments and agencies including, but not limited to, Building Department, Police and Fire departments, Parks & Recreation Department, Science & Environment, and Street and Water Pollution Control departments.

Answers inquiries and provides information to the public on City planning and zoning ordinances and regulations. Works regularly with members of the development industry including, but not limited to, builders and developers, architects, engineers, and Realtors.

Reviews and processes development applications and site plans for residential, subdivision, office, industrial, and commercial developments.

Reviews and processes land use requests including, but not limited to, preliminary and final subdivision plats, right-of-way and easement vacations, Planned Unit Developments (PUDs), rezones, amendments to the Comprehensive Plan and related land use ordinances, sign permits, home occupation permits, and related applications.

Serves as staff liaison to the Mayor and City Council, Planning and Zoning Commission, Open Space Committee and other city agencies, commissions, and groups. Serves as chair of the Site Plan Review Committee.

Stays current on federal, state, and other applicable laws, statutes, and codes governing land use, planning, zoning, and related issues. Confers with City legal department on recommended changes and updates.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

### **CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

#### **Knowledge of:**

- Advanced principles, methods, techniques, and objectives of land use planning, zoning, and development;
- One or more planning disciplines, such as urban design, affordable housing, economic development, land use, or long-range planning;
- City Comprehensive Plan; development, planning, and zoning ordinances; and all other applicable and relevant ordinances, regulations, and codes;
- Department policies and procedures;
- City, state, and other applicable codes, statutes, and regulations on public hearings for land use, planning, and zoning issues;
- General geography, layout, and topography of the City;
- Operation of basic office equipment and a personal computer and job-related software applications.

#### **Skill and Ability to:**

- Review and process complex comprehensive plan amendments, rezonings, annexations, site plans, plats and other land use processes;
- Develop project budgets, administer bidding process, verify contract expenditures and compliance;
- Conduct research and prepare statistical reports on land use, physical, social & economic issues;
- Provide professional planning assistance to member communities on varied land use projects;
- Develop transportation plans, studies and analyses;
- Work in regional program areas relating to natural/water resources planning, community development, hazard mitigation, and others;
- Perform field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans;
- Schedule and conduct meetings with advisory boards and elected officials;
- Present and present reports and other findings to staff, Planning & Zoning Board, and Council and serves as liaison to such committees;
- Maintain records, documents, and logs and prepare periodic reports;
- Demonstrate strong customer service principles including issue resolution;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

### **ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- High school diploma or GED required;
- Bachelor's Degree in land use planning urban studies, public administration, or a related field is required and a Master's Degree is preferred;
- Idaho Driver's License is required;
- Five (5) years land use planning and supervisory experience is preferred; or

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

**PHYSICAL REQUIREMENTS**

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, manipulate tools, keyboard and type, reach with hands and arms, and operate job-related equipment. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.