



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Senior Planner	DEPARTMENT: Community Development Department- Planning & Zoning Division
IMMEDIATE SUPERVISOR: Director of Community & Economic Development	GRADE/RANK: Grade 20
	FLSA/ESSENTIAL STATUS: Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs complex professional and responsible administrative work in directing the planning and zoning activities of the Department of Community Development; does related work as required. Supervision is exercised over planning and zoning personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Assists in formulating operational procedures and recommending general planning policies;
- Reviews professional and technical planning activities and coordinates programs within the office and other agencies;
- Promotes appropriate planning approaches to development involving all interest groups, acting as an intermediary to these groups;
- Promotes development planning as a concept and process;
- Prepares plans, ordinance amendments, programs, and projects;
- Prepares public information on planning activities;
- Serves as staff to Planning Commission and Historic Preservation Commission, insuring coordination and function of these groups;
- Interprets and enforces Zoning and Subdivision Code elements;
- Facilitates goals of the City of Staunton in planning and development through interaction with

citizens, developers and contractors;

- Oversees the recruitment, employment, supervision, evaluation, and release of staff;
- Receives and responds to citizen inquiries and complaints coordinates resolution of the problems;
- Prepares and manages division/organization operations budget;
- Reports events and activities to senior management and elected and appointed officials;
- Represents the City of Staunton on regional/local boards;
- Implements and maintains the City of Staunton *Comprehensive Plan*;
- Reviews all planning-related reports and presentations;
- Evaluates planning-related legislation and applicability to department projects;
- Prepares and implements various grants for the City;
- Participates in the City's Development Review Process;
- Attends substantial number of evening and weekend meetings and;
- Performs other duties as assigned by Director.

DISTINGUISHING FEATURES OF THE POSITION:

Must have a valid driver's license from Virginia with a good driving record. May work evenings and occasional week-ends to meet with business owners, present information to groups and attend meetings pertaining to planning and zoning related activities on behalf of the City.

KNOWLEDGE, SKILLS AND ABILITIES:

Has extensive knowledge in use of computers and business software, and extensive knowledge of research and statistical techniques. Has thorough knowledge of principles and practices of city and regional planning and; knowledge of civil engineering, architecture, political science, and other related field as applied to planning. Has the ability to: plan and organize and perform comprehensive research studies, analyze problems, prepare and analyze technical reports; speak effectively before large public gatherings; establish and maintain effective working relationships with other employees, officials, and the public; organize and work on complex projects simultaneously and with interruptions; prepare and make public presentations; work independently and exercise good judgment; understand and manage high-profile, sensitive or controversial political situations and; the ability to exercise sound and independent judgment within general policy guidelines. Strong written and oral communication skills, including the editing, oversight or preparation of technical reports, and the presentation of information to government entities and various committees; strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers and; strong organizational, problem-solving and negotiating skills. Effective and persuasive leadership comfortable with all levels of staff, public and others, and proven management skills and ability to manage day-to-day operations.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with major work in planning, architecture, public administration or related field, supplemented by a master's degree in urban and/or regional planning and a minimum of 6 years of experience in professional planning, including considerable supervisory experience.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is both on-site and office work. On-site work frequent requires the exertion of up to 10 pounds of force and occasionally of 20 pounds of force to lift and move objects. Work requires frequent reaching and walking and occasional bending, squatting, and kneeling. Office work requires repetitive motions for keying information into computer or providing documentation and notes for recordkeeping. Vocal communication is required for expressing or exchanging information and instructions by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for supervision of participants, report and incident writing and entering computer data and observing general surroundings and activities.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Supervision is exercised over planning and zoning personnel.

EXAMPLES OF EXPECTED DECISION MAKING:

Determines compliance of proposals with City's *Comprehensive Plan* and *Zoning and Subdivision Codes*.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Senior Planner will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Community & Economic Development and Chief Human Resources Officer

Revised Date: 2019