

**CITY OF CONCORD
CLASS SPECIFICATION**

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

JOB CODE: 1520
DATE: 2/08

JOB SUMMARY:

Provides professional and technical assistance in the areas of site planning, land use planning, and municipal facility design; provides customer service to the general public and other city departments. Is responsible for coordinating the efforts of the City's Conservation Commission, implementation of the Open Space Plan, management of the open space system, and oversight of the City's forestry and trail management programs and urban tree program. Must have considerable knowledge of land use planning methodology, the ability to deal effectively with the public, and good writing and communication skills. Ability to be an effective member of the project review committee and a desire to effect change in a proactive participatory environment. Should possess strong graphic and computer design skills to convey to the public the design elements of projects as well as design solutions.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Reviews site and subdivision plans and prepares a report on each application for the Planning Board. Ensures compliance with local, state, and federal laws.

Meets with architects, engineers, and attorneys to clarify planning and design issues, resolve conflicts, and obtain compliance with applicable laws.

Assists the public with inquiries related to the City's land use regulations and to applications that have been filed pursuant to those regulations.

Makes presentations to the Planning Board and to other City boards and commissions.

Undertakes landscape designs as well as City landscape projects, including park and playground plans for various departments as requested. Ensures all City, federal, and state safety guidelines are met.

Responds to requests for information concerning zoning, subdivision, wetlands, and conservation issues.

Uses computer equipment, Auto CADD and ESRI software to complete design work and planning analyses.

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

Acts as liaison to and attends various commission, board, and committee meetings.

Prepares, monitors, and administers Conservation Commission forestry, trails, open space, and urban tree program budgets.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Drafting Equipment

Computer

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

Certified Planner (desirable).

Registered Landscape Architect (desirable).

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

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

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

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

Microsoft Office software.

Skill in:

Landscape design and graphic representation

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

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:

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

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

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.

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

Occasionally lift light objects.

Working Conditions:

The work is performed in an office and outdoors, where the incumbent may be exposed to cold or inclement weather.