

City of San José
CLASS SPECIFICATION

TITLE: Planner IV (4127)

DEPARTMENT:	ACCOUNTABLE TO:	FLSA STATUS:
PBCE	Division Manager	Exempt

CLASS SUMMARY

Supervises and manages professional, technical, and support staff; plans and conducts, reviews, and manages complex planning projects; and has responsibility over a well-defined team, program or function such as Ordinance Review, Historic Preservation, the Planning Permit Center, Current Planning, Long range and Analytics, or Environmental Review. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This supervisory and managerial class is the fourth level in the professional planning series. Planner IV differs from Planner I/II/III in that incumbents of the former have responsibility for formulating and administering City policies or programs relative to the team, program or function for which they are responsible as well as being responsible for full supervision and management of professional, technical, and support staff.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Bachelor's Degree from an accredited college or university in urban or regional planning, urban studies, architecture, landscape architecture, urban design, urban geography, environmental studies or a closely related field and five (5) years of professional planning experience that includes three (3) years journey-level experience.

Acceptable Substitution: Master's Degree or sixty (60) semester units of graduate course work from an accredited college or university in urban or regional planning, urban design, urban studies, architecture, landscape architecture, urban geography, or environmental studies or a closely related field can substitute for two (2) years of planning work experience at the City of San Jose's Planner II/ III level or equivalent.

Licensing Requirements (such as driver's license, certifications, etc.)

Possession of a valid California driver's license may be required. AICP certification is desirable.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

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Minimum Knowledge, Skills and Abilities (Needed at entry into the job in order to perform the essential duties.)

Knowledge of:

- Principles of supervision.
- Team leadership and project management principles.
- Principles and practices of local, state, and federal laws and regulations relating to municipal planning and zoning, including but not limited to CEQA/NEPA, planning laws, subdivisions.
- Nomenclature, symbols, methods, practices, techniques, and instruments used in planning, drafting, and mapping.
- Purposes, practices and policies of municipal planning and current trends in federal, state, and local planning.

Ability to:

- Write accurately, clearly and effectively, and to edit the written work of others.
- Provide staff training in area of responsibility.
- Plan, assign, and supervise the work of professional and sub-professional subordinates.
- Manage complex assignments and responsibilities with significant independence
- Coordinate with, and effectively work with, outside agencies, groups and persons.
- Speak clearly and effectively before professional, governmental, civic, and business groups.
- Analyze situations accurately and adopt an effective course of action.
- Represent the City's interest and coordinate programs with local and regional agencies.
- Read, interpret and analyze architectural plans.
- Use computer programs and software such as Microsoft Office Suite, graphics/presentation programs.

Desirable Qualifications (likely to contribute to more successful job performance; can often be learned on the job):

Knowledge of:

- Techniques and methods of community organization and urban participation.
- Principles and capabilities of geographically based information systems; ability to apply those principles and capabilities to various planning issues.
- Principles and techniques involved in the development and maintenance of the City's Planning development codes, including the Zoning Ordinance, Sign Ordinance, CEQA, Historic Preservation Ordinance.
- Principles and techniques involved in the development and maintenance of a comprehensive General Plan, specific plans, and community plans.
- Organization of local government and concepts of public administration.

Ability to:

- Use geographically based information systems to create maps and manipulate data. Also use computers and software such as database management programs, and other comparable programs.
- Analyze and compile statistical, economic, and highly technical data relating to City planning matters.
- Formulate and manage difficult and complex urban planning programs, projects, and longitudinal plans.
- Prepare and interpret maps and legal descriptions.

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Supervises subordinate planning and support staff, including: prioritizing and assigning work, training, editing documents prepared by subordinate staff, and general review of work performed by the team under supervision, conducting performance evaluations, making hiring, termination and disciplinary recommendations.	Continuous
2.	Supervises a team of planners and planning technicians in one or more of the following projects: <ul style="list-style-type: none"> • Review and processing of private development proposals • Implementing CEQA environmental review requirements • Managing technical support functions, including base mapping, zone mapping, aerial photography, and presentation graphics • Maintaining an inventory of land use change; analyzing and making recommendations on private, staff- or Council-initiated General Plan changes • Managing studies relating to formulating land use policies and General Plan designations • Gathering and analyzing socioeconomic and demographic data • Providing zoning district information and parameters and transmitting City and planning information as established by the General Plan or other City policies, ordinances and regulations • Developing housing elements, plans and programs • Developing special plans and planning policies 	Continuous
3.	Makes presentations before the City Council, Planning Commission, Historic Landmarks Commission, Architectural Review Committee, neighborhood groups, or other agencies.	Occasional
4.	Coordinates with other City departments and other planning agencies on matters relating to assigned planning programs.	Continuous
5.	Prepares complex technical reports, responses, and position statements with respect to planning ordinances, regulations and policies.	Frequent
6.	Represents the City and Planning Division at meetings and conferences and consults with citizens, property owners, developers, and professional consultants on various planning and land use issues.	Occasional
7.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY *Created 11/14; s000*