

MORTON & PITALO, INC. - JOB DESCRIPTION

SENIOR PLANNER

Location: Folsom **Department:** Planning **Job Title:** Senior Planner
Supervisor: President **FLSA Status:** Exempt

SUMMARY:

An experienced planner involved in managing planning projects. Directs the preparation of planning drawings and documents by other planning personnel with less experience. Candidate will perform non-routine and complex-planning assignments that require the application of standardized planning techniques. This individual works independently with occasional advice or guidance from their supervisor. Duties include administration of planning projects, preparation of project reports and entitlement applications, and presentations to governing boards, commissions and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The Senior Planner works closely with clients, public agencies, project consultants, engineers and surveyors in relation to the administration of planning projects.
- Performs unusual and difficult assignments requiring considerable initiative, resourcefulness, and planning expertise.
- Exercises independent judgment in selecting and interpreting data, based on knowledge of the design intent.
- May provide advice and guidance to lower level planners or serve as coordinator for large and complex planning projects.
- Prepares planning documents and maps from rough sketches, drawings, information and other planning data received from developers, planners, engineers, and/or surveyors.
- Prepares formal reports such as feasibility studies, planned development guidelines and other detailed project reports based on information provided and research performed on a specified planning project.
- Prepares, coordinates and processes planning applications and submittal packages for all types of planning projects.
- Prepares and gives presentations to governing boards, commissions, and the public.
- Performs field visits to visually gather topographic information pertaining to a specific project.
- Other duties may be assigned as necessary to meet business requirements

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

A Bachelor's degree in planning or a related area, with a minimum of (8) eight years of planning experience, AICP certification preferred but not required. Individual should have minimum of (4) four years experience using computer graphics, AutoCAD and/or Land Desktop software.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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MATHEMATICAL SKILLS:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply concepts of basic algebra, geometry, trigonometry and financial functions.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Preferred: AICP Certification

Required: Valid Driver's License

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is routinely required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions, possibly for extended assignments.

The noise level in the office work environment is usually moderate.