

SUPERVISING PLANNER

Definition:

Under general direction, to serve as working supervisors and handle the most complex of planning cases.

Distinguishing Characteristics

This is the supervisory level in the planning series. The Supervising Planner is distinguished from the Planner in that incumbents must have full supervisory authority over two or more staff in the planner series and may supervise other staff as assigned.

Essential Functions:

- Supervises professional and support staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations.
- Supervises planning activities to include: reviewing assignments and reports; prioritizing and assigning projects; interpreting and updating policies and procedures; supervising the maintenance of files and databases; and, monitoring work flow.
- Hires and monitors outside consultants; negotiates and monitors agreements.
- Prepares plans by gathering information, soliciting public comments, determining issues and goals, preparing plans and drafting land use maps. Designs, develops and coordinates projects; reviews project budgets and specifications.
- Prepares, maintains and updates General Plans.
- Supervises the preparation of environmental impact reports.
- Provides technical assistance and guidance; serves as a subject matter expert.
- Performs other duties of similar nature or level as required.

Employment Standards:

Bachelor's Degree in Planning or a related field and three years of professional level planning experience; or, an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Knowledge of: supervisory principles; planning principles and theory; applicable planning and zoning laws, ordinances and regulations; surveying; research methodologies; and, report writing techniques.

Skill in: monitoring and evaluating staff; prioritizing and managing high priority projects; handling sensitive situations; interpreting laws, ordinances and regulations; preparing legal descriptions; researching; preparing technical reports and documentation; designing and drafting plans; managing projects; preparing and giving presentations; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.

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(former titles: Senior Planner, Transit System Coordinator)