



## **JOB DESCRIPTION**

**TITLE:** Senior Planner  
**REPORTS TO:** Building Commissioner  
**LEVEL:** Administrative  
**FLSA STATUS:** Exempt  
**JOB TYPE:** Full-Time  
**DATE:** April 28, 2022

### **POSITION SUMMARY:**

Oversees the building department application process, planning projects, design review & analysis of complex projects and regulatory compliance. Responsible for reviewing development applications, boundary adjustments, subdivisions, and modifications. Conducts meetings with applicants & consultants reviewing land use and development applications. Works consistently with the Design Review Committee termed, Art Jury. Also, works occasionally with the Board of Directors. Crafts and evidences recommendations for approval, denial or modification to land use and building applications. Develops detailed staff reports to demonstrate these recommendations.

This position is located in Building and Planning Departments. Performs responsible, design review of current development projects and special projects as necessary and provides information and assistance to Home Owner Association members, design professionals, developers, realtors, contractors and the public on planning and development related matters. Also performs advanced planning special projects including, but not limited to subdivision review, covenant modifications and annexations. May also include special advanced planning project, including plan design/input for Association-driven development projects. Performs related work as assigned.

The Senior Planner is an advanced professional class. The incumbent oversees complex, sensitive projects in current planning and design review. Assignments may include directing the work of lower-level staff members and interns. This class is distinguished from the Associate Planner in that it involves the analysis of more complex projects and some supervision as assigned.

### **ESSENTIAL JOB RESPONSIBILITIES:**

*Essential core job responsibilities may include, but are not limited to, the following:*

- Successfully negotiate design improvements to development proposals with tact and diplomacy.
- Present analysis of design review.
- Write clear and concise letters to applicants regarding requested revisions, conditions of approval, or findings for denial.
- Analyze and provide recommendations on advance Planner matters.

**OTHER ESSENTIAL DUTIES:**

*Essential duties may include, but are not limited to, the following:*

- Confer with and advise Association members, development professionals and the public regarding development review.
- Check plans to determine compliance with requirements.
- Prepare staff reports for the Home Owner's Association Board and various committees and advisory boards as directed; undertake research; prepare reports and maps.
- Carry out research; write specialized reports and correspondence, and record pertinent information about historically and architecturally significant resources.
- Perform site visits; survey neighborhoods and areas of the Community.
- Perform building and site inspections.
- Research and prepare a variety of documents, briefs, and correspondence on planning activities.
- Attend a variety of meetings as required.
- Make public presentations and present oral reports on planning information and activities.
- Perform related duties and responsibilities as required.
- Analysis and work on more complex projects as needed.

**CORE COMPETENCIES:**

*Core Competencies may include, but are not limited to, the following:*

- Understanding of principles of design: Site design, architecture, historic architecture, landscape design.
- Eventual mastery of the specific regulatory framework governing the Rancho Santa Fe Association including the Protective Covenant, Regulatory Code and Residential Design Guidelines.

**COMPETENCIES:**

- Professional Personal Presentation
- Organizing and Planning
- Attention to Detail
- Customer Service Orientation
- Ethical Conduct
- Decision Making
- Strategic Thinking
- Analytical Problem Solver
- Maintains Confidentiality
- Verbal and Written Communications Proficiency
- Information Management
- General communications proficiency on computers
- Computer skills including Word, Excel, Power Point, projectors, laptop
- Presentation skills including public speaking

**WORK ENVIRONMENT:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Must demonstrate advanced knowledge of general office skills and equipment. Effectively manage multiple assignments in a fast-paced work environment.

Effectively perform new duties as assigned. Complete special projects as requested. Work closely with others.

**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. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Visits to project sites requires walking on uneven, sometimes rough terrain, sometimes dirt and mud, stepping over obstacles.

**TYPICAL MENTAL DEMANDS:**

Perform design review analysis and assignments; understand and apply pertinent aspects of the Protective Covenant and Association Regulations, policies, procedures and standards to more advanced projects. Interpret maps that are more complex, site and building plans and specifications, and other application data. Interpret and understand more complex engineering and architectural plans, concepts and methodologies; prepare clear visual displays; present ideas persuasively. Prepare clear and concise technical documents, reports, correspondence and other written materials, including staff reports to the Design Committee and other Boards/committees on more complex projects. Exercise sound independent judgement within established guidelines; instruct others in work procedures and provide specific project direction as assigned; establish and maintain effective working relationships with those encountered in the course of the work.

**POSITION TYPE / EXPECTED HOURS OF WORK:**

This is a full-time position. Standard days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Currently, RFSA offers a 9/80 work schedule as well. This position may require additional hours as required for business necessity.

**REQUIRED EDUCATION & EXPERIENCE:**

Equivalent to a Bachelor's degree from an accredited four-year college or university with major course work in planning, architecture, landscape architecture or a closely related field; and at least five years of progressively responsible experience in municipal planning/community development, including one year of project management experience and work on more complex planning issues. Prior planning experience in California municipality is desirable.

**LICENSE or CERTIFICATE:**

Possession of, or ability to obtain, an appropriate, valid driver's license.