



Senior Planner

General Information

Classification Code:	MGTANL
Effective Date:	June 23, 2022
Pay Grade:	C43
FLSA Status:	Exempt

Position Summary

Performs advanced professional work of high complexity, community visibility, and variety. Depending on area(s) of focus, a Senior Planner may be responsible for managing comprehensive planning projects, transportation projects and programs, complex and high-profile current planning applications, and updating the Development Code. Planners at this level exercise a high level of independence and judgment and require minimal supervision. Performs other duties of a similar nature or level.

Classification Characteristics

This is the advanced level within the three levels in the Management Analyst classification. The Management Analyst is a broad professional classification that encompasses incumbents engaged in a wide range of analytical, research, budget management, and program management activities. Assignment can be broad in nature and generally require a high level of ingenuity and originality. Positions at this level require higher levels of responsibility and sound decision-making and has appreciable latitude for un-reviewed actions and/or decisions.

The Senior Planner is distinguished from the journey level by the complexity of decision making which includes the application of advanced professional principles and practices in the assigned program area with general guidance. Often leads or is significantly involved with larger, more complex planning assignments. Senior Planners may have lead responsibility within their work groups and are expected to possess and apply broad knowledge of principles, practices, and procedures to the completion of difficult assignments, including in-depth knowledge within one or more planning specialties. Senior Planners may review the work of those in the Planner I, Planner II, and Administrative Specialist positions. Trains and/or mentors new planners and interns.

Performs all duties of the Planner series in designated specialty area.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- 1 Performs advanced professional work involving research, analysis, problem solving, presentation of highly complex data, and preparing staff recommendations based on knowledge and research relative to city requirements and state law.
- 2 Applies formal project management methods and techniques to projects and assignments and manages the project team and resources.
- 3 Serves as staff liaison to city committees and represents the city to various civic, community, regional and state committees.
- 4 Coordinates with other city, regional, and state agencies, service providers, and special districts on planning proposals and coordinates the adoption process. Represents the city in meetings, workgroups, or on committees with other departments, agencies, and community stakeholders; and facilitates interdepartmental and outside agency coordination.

Essential Duties	
5	Conducts public outreach and engages the community, including diverse stakeholders, to educate, foster understanding, and inform city decisions. Responds to public inquiries and explains complex information such as the comprehensive plan, land use processes, Springfield Development Code, and specific area development and facility plans.
6	Provides advanced technical assistance to property owners, developers, contractors, and the general public; supports Management, the City Council, the Planning Commission, Team Springfield partners, and other key groups with professional assistance based on areas of expertise.
7	Provides professional analysis and recommendations on complex and multi-faceted development proposals.
8	Collaborates to link policies, programs, and actions related to transportation, land use, equity, and climate change to find solutions for complex development issues at the local and regional level.
9	Performs other duties of a similar nature or level.

Functional Specific Responsibilities	
<p>Current Planning involves implementation of adopted land use plans, policies, and development regulations through review of specific land use and development applications. Manages all types of land use applications with an emphasis on complex and high-profile land use and development proposals including comprehensive plan amendments, Development Code amendments, zone changes, annexations, master plans, discretionary use permits, and large-scale subdivisions (some Type II but mainly Type III and IV applications). Provides detailed information on land use approval processes. Serves as point of contact for land developers, consultants, and property owners initiating complex development projects. Coordinates the review and approval of complex land use applications.</p> <p>Comprehensive Planning identifies and evaluates problems, issues, and opportunities that could be addressed through community planning and recommends actions that further Springfield’s goals in compliance with state and federal requirements. Responsible for the project scope, work quality, budget, grant management, consultant selection and oversight, progress reports, and evaluation. Ensures the Comprehensive Plan goals, policies, and implementation measures reflect the most current and relevant data, comply with state and federal law, and incorporate community values and needs. May include negotiating intergovernmental agreements, consultant procurement/management, and contract billing. Drafts and implements community engagement plans. Tracks state and federal policy direction and provides comments and recommendations on state and federal legislation and rulemaking.</p> <p>Transportation Planning looks at the current state of transportation in the region and designs for future transportation needs. Develops transportation plans, studies, and analyses. Ensures the Transportation System Plan goals, policies, and implementation measures reflect the most current and relevant data, comply with state and federal law, and incorporate community values and needs. Creates strategic investment plans, works with City Council and staff to prioritize current needs, and seeks grant funding for projects aligned with planning, design, and construction funding opportunities at the federal and state level. Supports City Council representatives on regional committees. Tracks state and federal policy direction and provides comments and recommendations on state and federal legislation and rulemaking.</p>	

Qualifications	
Minimum Qualifications:	
<ul style="list-style-type: none"> • Bachelor’s Degree in a related field and 5-8 years of relevant professional experience or an equivalent combination of education and experience. 	
Licensing/Certifications:	
<ul style="list-style-type: none"> • N/A 	
Technology Skills:	
<ul style="list-style-type: none"> • Asynchronous meeting software – Springfield Oregon Speaks • Calendar and scheduling software – Microsoft Outlook 	

Qualifications

- Communication and coordination software – Microsoft Teams
- Development review and compliance software — Accela
- Document management software — Microsoft SharePoint; Microsoft One Drive
- Electronic mail software — Microsoft Outlook
- Human resources software — PeopleSoft
- Information retrieval or search software — Laserfiche
- Internet browser software — Microsoft Internet Explorer; Mozilla Firefox; Google Chrome
- Office suite software — Microsoft Office (Word, Excel, PowerPoint)
- Project management software — Microsoft Project or Microsoft SharePoint
- Video conferencing software — Microsoft Teams; Zoom

Knowledge Required:

- Administration and Management — Knowledge of management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
- Clerical — Knowledge and abilities in administrative and clerical procedures and systems such as word processing, meeting minutes, file management and record keeping and other office procedures and terminology.
- Communications and Community Engagement – Knowledge of strategies and techniques to communicate with and engage the public in the land use planning process; meeting planning and facilitation; public speaking
- Customer Service — Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Design and Construction — Knowledge of urban and architectural design principles, construction drawings, site plans, and specifications.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Law and Government — Knowledge of laws, legal codes, precedents, government regulations, executive orders, agency rules, the legislative process, the democratic political process, and local government structures.
- Mathematics — Knowledge of arithmetic, algebra, geometry, statistics, and their applications.
- Oregon Land Use Planning – Knowledge of the statutory and regulatory requirements for comprehensive land use planning coordination; city planning and zoning; and boundary changes
- Research and Analysis – Knowledge of data gathering techniques, trend identification, quantitative and qualitative analysis, policy analysis, preparation of findings of fact, and report writing.
- Transportation Planning – Knowledge of Oregon’s Transportation Planning Rule and how to accommodate various transportation modes

Skills:

- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Coordination — Adjusting actions in relation to others' actions.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Instructing — Teaching others how to do something.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.
- Mathematics — Using mathematics to solve problems.
- Meeting Facilitation — Planning, guiding, and managing group participation to ensure objectives are met.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Qualifications

- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Time Management — Managing one's own time and the time of others.

Abilities:

- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem.
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Number Facility — The ability to add, subtract, multiply, or divide quickly and correctly.
- Oral and Written Comprehension — The ability to read and listen to and understand information and ideas presented in writing and through spoken words and sentences.
- Oral and Written Expression — The ability to communicate information and ideas in speaking and writing so others will understand.
- Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

Physical Requirements

Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)
	0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS				PUSH/PULL	
Standing		X		0-10 lbs.	X
Sitting				11-20 lbs.	X
Walking – Even Surface		X		21-50 lbs.	X
Walking – Uneven Surface		X		51-75 lbs.	X

Physical Requirements										
Kneeling	X					76-100 lbs.	X			
MOVEMENTS						ENVIRONMENTAL HAZARDS				
Bending/Stooping	X					Indoors				X
Twisting	X					Outdoors		X		
Crawling	X					Dust	X			
Squatting/Crouching	X					Fumes/Odors/Gasses	X			
Balancing	X					Chemical Agents	X			
Reach – Overhead	X					Biological Agents	X			
Reach – Forward	X					Noise – Low				X
Reach – Backward	X					Noise – Moderate	X			
Climbing – stairs	X					Noise – High	X			
Climbing - ladder	X					Low Light		X		
USE OF HANDS						Heat	X			
Grasping – whole hand	X					Cold	X			
Grasping – pinch grip		X				Restricted workspace	X			
Fine manipulation/feeling	X					Vibration – whole body	X			
Keyboarding					X	Vibration - extremity	X			
LIFT/CARRY						JOB SPECIFIC				
0-10 lbs.		X				Driving – vehicle/equipment		X		
11-20 lbs.	X					Operate foot controls	X			
21-50 lbs.	X					Seeing				X
51-75 lbs.	X					Talking				X
76-100 lbs.	X					Hearing				X
						Extended work hours		X		

Classification History

Created: 01.2012
 2022.06 – Revised and reformatted by HR

I have reviewed the job description.

Employee: Name _____ **Signature** _____ **Date** _____