

5293 Planner IV

\$51.03 - \$62.01/hour; \$8,844.00 - \$10,749.00/month; \$106,132.00 - \$128,986.00/year

POSITION DESCRIPTION:

Under general direction, the 5293 Planner IV plans, administers and directs the activities of a planning group, and/or oversees a major study, and/or supervises a project group engaged in professional city planning work. The Planner IV develops, implements and enforces city planning policies and procedures; gathers, analyzes and interprets planning data and prepares recommendations; prepares difficult and complex technical reports; represents the department in public meetings; acts as technical advisor on all studies and problems relating to planning; and performs related duties as required.

Essential duties include, but are not limited to:

- Planning and directing professional, technical and clerical staff engaged in analyses and preparation of complex and detailed technical data and reports related to planning issues of a central city in a major metropolitan area with use of technologies to analyze data and developing plans;
- Supervising, conducting, analyzing, evaluating and preparing reports on more complex issues which may include the General Plan, area plans, project plans, land usage, zoning ordinance, housing programs, preservation programs, neighborhood planning, environmental planning, economic and real estate development, urban design issues, and transportation planning.
- Supervising and undertaking research related to planning and city policy issues; preparing policies and plan recommendations and implementation strategies.
- Addressing community, business and other groups to explain verbally or in writing planning-related policies, procedures, programs and problems; may represent department at the Board of Supervisors and other government agencies, commissions, or boards; interacting, interfacing and working with community groups; promoting good public relations for the department.
- Writing letters, memoranda, reports, texts and studies which are clear, concise and understandable to the general public; editing and reviewing the same when prepared by subordinates.
- Collaborating with officials, community businesses and other groups to address planning challenges
- Managing and balancing conflicting goals and interests
- Supervising and evaluating subordinate personnel in the performance of planning related work; assisting in workload management, performance

measures and evaluations, staffing, mentoring and other administrative functions (i.e., budgets, management of work programs).

Planner IVs may be required to attend meetings or participate in work-related activities outside of normal working hours (evenings and weekends) in various community locations. Some positions may require possession of a valid driver license, or may require specialized experience in order to perform department specific planning duties.

The eligible list resulting from this testing process may be used by other City departments with vacancies in class 5293 Planner IV.

MINIMUM QUALIFICATIONS:

Possession of a baccalaureate degree from an accredited college or university;

AND

Six (6) years (12,000 hours) verifiable full-time-equivalent experience in an urban, city, regional and/or other related planning environment, of which two (2) years (4,000 hours) must have included experience supervising staff/consultants or managing major projects related to such work.

Substitution: Possession of a master's degree from an accredited college or university in environmental planning, or a closely related field, may be substituted on a year-for-year basis for up to two (2) years (4,000 hours) of the required non-supervisory experience. The two (2) years (4,000 hours) of supervisory experience is required.

DESIRABLE QUALIFICATIONS:

The stated desirable qualifications may be used to identify job finalists at the end of the selection process when candidates are referred for hiring.

- More than three (3) years of experience with coordination/monitoring of projects and the activities of groups of subordinate employees; planning and directing the work of subordinate staff; communicating with staff and representatives of business and public interest groups, organizations, and public officials in clarifying and interpreting planning policy and regulations.
- At least three (3) years of experience in speaking at public hearings and meetings; Strong communication skills, both verbal and in writing

HOW TO APPLY:

Applications for City and County of San Francisco jobs are being accepted through an online process.

Visit:

<http://www.jobaps.com/SF/sup/BulPreview.asp?R1=PBT&R2=5293&R3=066165>

to register an account and view this complete job announcement for application submission requirements.