



Town of Hillsborough Positions Descriptions City Planner

Department: Building and Planning
FLSA Status: Exempt, Executive

Bargaining Unit: Unrepresented
Revision Date: 8/3/00

GENERAL PURPOSE

Performs a variety of administrative and technical work in the current and long range planning programs of the city related to the development and implementation of land use and related municipal plans and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Incumbents in this position typically perform but are not limited to the duties noted below on a regular basis:

- Gathers, interprets, and prepares data for studies, reports and recommendations;
- Provides technical and professional advice, and makes presentations to boards, Council, civic groups and the general public.
- Evaluates land use proposals to insure compliance with applicable City, State or Federal laws, such as CEQA and NEPA;
- Provides staff support to the Architecture and Design Review Board;
- Evaluates environmental assessment information and recommends mitigation measures to reduce adverse impacts of development;
- Responds to local citizens inquiring about city planning and zoning regulations and ordinances;
- Assists developers and residents with applications for permits;
- Trains, supervises and evaluates subordinate staff;
- Responsible for making recommendations to amend the General Plan and zoning ordinance to ensure consistency with State and Federal regulations.

DESIRED MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture or a closely related field, and four (4) years experience in municipal planning; or any equivalent combination of education and experience, additional education substituting on a year-for-year basis for the required experience. A Master's degree is highly desirable. Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; Extensive knowledge of planning programs and processes; Working knowledge of computer word processing and database programs; Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; establish effective working relationships.

City Manager: _____ Date: _____