



Town of Moraga

Invites Applications For The Position Of

SENIOR PLANNER

Regular Full-Time Position

Salary Range
\$7,161 - \$8,704 / month

Open Until Filled
First Review 9/28/15
3:00 p.m.

The Town's outstanding benefit package currently includes:

- *CalPERS retirement plan 2% @ 55 for Classic members; 2% @ 62 for new members*
- *Fully paid medical, dental and vision for employee and dependents*
- *Town paid life, short and long-term disability insurance*
- *120-240 hours annual vacation based on years of service and 96 hours annual sick leave*
- *80 hours annual Administrative Leave*
- *9/80 work schedule with every other Friday off*
- *Deferred Compensation Program*
- *The Town does not participate in Social Security*

ABOUT THE POSITION

The Town of Moraga is seeking an experienced, advanced-level planner to join the Planning Department's five-member team. The position offers a unique opportunity to work on a diverse array of assignments including long-range and current planning, land development, transportation planning, college campus planning, and CEQA review. The Senior Planner will help to lead a small but dedicated staff team in a community-focused organization that values initiative, energy, and a willingness to work across disciplines and departments to ensure quality development that respects and enhances Moraga's unique community, conditions, and character.

QUALIFICATIONS

Minimum qualifications include a Bachelor's degree from an accredited college or university in land-use planning, urban planning, or landscape architecture; a minimum of five (5) years of increasingly responsible professional planning experience involving general plan, zoning, subdivisions, CEQA and development services; two (2) years of supervisory experience; and a valid California Driver's License and satisfactory driving record.

Experience in one or more of the following: transportation planning, subdivision processing, hillside development regulation, design review.

TO APPLY

Submit Town Employment Application, cover letter, résumé, and three (3) professional references to:

Beth Cowley, Administrative Services Dept.
Town of Moraga, 329 Rheem Blvd., Moraga, CA 94556 or
bcowley@moraga.ca.us

Town Employment Application is available at:

www.moraga.ca.us/dept/adminsvc/jobs.

The Town is an equal opportunity employer and does not discriminate on any basis protected by law. The Town is committed to making its jobs, programs and facilities accessible to all persons and complies with applicable law. Applicants with disabilities who require accommodation in the recruitment, testing or selection process may call (925) 888-7033.

SENIOR PLANNER

EXAMPLE DUTIES AND RESPONSIBILITIES

The Senior Planner serves as a project manager for a wide range of complex and demanding planning projects, often politically sensitive, and including management of consultant teams and other staff. Responsibilities include overseeing CEQA document preparation; providing technical guidance to staff and consultants; preparation of analysis and staff reports in conjunction with projects; acting as liaison with applicants, the public and Board and Commission members; coordinating, leading, and presenting at public meetings; assisting with development and implementation of long-range plans, policies, guidelines, and regulations, including land use and transportation-related assignments. Duties may include, but are not limited to, the following:

1. Reviews and processes development applications for a range of complex planning projects, including discretionary permits, major subdivisions, and design review. Works cooperatively with applicants and prepares staff reports, findings, conditions, and recommendations.
2. Serves as project manager for complex planning projects including analysis and evaluating site and architectural plans, performing technical review for routine project plans and applications and making recommendations, referring the projects to other departments, agencies and technical experts and consultants.
3. Coordinates and attends various meetings for the purpose of providing and receiving information regarding projects and proposals. Attends and represents the Town's interests or policy position on issues including making presentations before authoritative boards such as the Planning Commission, Design Review Board, Town Council, and the boards, task forces, and legislative bodies of other governmental agencies.
4. Provides advice and information to the general public and developers regarding planning, zoning, transportation planning, or housing codes, regulations and requirements. Clarifies and ensures conformance to Town codes and regulations. Participates in or conducts conferences with developers and property owners, and resolves differences that may exist between them and Town codes. Approves construction plans and verifies compliance with conditions of approval.
5. Participates in major advance or current planning projects, such as performing research and analysis pertaining to the General Plan, area plans, grant programs, related municipal ordinances and policy. Prepares related reports and recommendations; and renders professional advice regarding planning issues.
6. Evaluates projects for compliance with CEQA. Writes and reviews Initial Studies. Coordinates the preparation of environmental impact reports. Recommends determinations of the environmental impact of projects. Reviews environmental documents of other agencies. Performs mitigation monitoring and enforcement.
7. Administers contracts and oversees the work of consultants.
8. Provides lead direction to Assistant and Associate Planners on assigned projects. Coordinates and reviews the preparation of various reports, correspondence, tabulations and summaries. Provides input regarding the quality of performance to the Planning Director.
9. Conducts site inspections and field investigations, including determining if projects are in compliance with laws, regulations and ordinances. Makes recommendations or changes.
10. Compiles, analyzes and interprets data related to local social, economic, population, housing, development, environmental, zoning, transportation, traffic and land use issues. Prepares comprehensive reports and recommends courses of action.
11. Mentors junior staff.