



**CITY OF HAWTHORNE**  
**HUMAN RESOURCES DEPARTMENT**  
**SENIOR PLANNER**  
Classification Specification  
(Classified)

**JOB SUMMARY**

Under general direction, the Senior Planner researches, analyzes, and coordinates the functions of the Planning Department; formulates and recommends planning actions to the Director of Planning, the City Manager, and the City Council; serves as project manager for special projects and Redevelopment projects; performs the duties of the Director of Planning in their absence as assigned; performs related duties as required.

**SUPERVISION RECEIVED**

The Senior Planner reports directly to the Director of Planning.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following is a list of typical duties assigned to the Senior Planner. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Plans, supervises, coordinates, and participates in complex and difficult planning services related to advanced planning activities;
- Coordinates planning activities with other departments, divisions, and outside agencies;
- Makes presentations to the City Council, the Planning Commission, other appropriate bodies, and citizen groups;
- Prepares complex reports on a wide range of planning issues;
- Drafts ordinances and resolutions;
- Amends and implements the City's General Plan;
- Prepares and delivers presentations interpreting or explaining policies and procedures;
- Organizes and conducts research studies utilizing many sources of information;
- Composes complete reports of research findings in written, graphic, and design form;
- Works with the general public and community agencies concerning matters of land uses and their relation to planning functions;
- Makes analysis and recommendations based on findings in studies, field observations, and public contacts;
- Reviews and applies laws and regulations to planning projects; and
- Investigates and makes recommendations on zoning matters.

## **MINIMUM QUALIFICATION**

### Education, Training, and Experience

Graduation from an accredited college or university with a Degree in Planning, or related field, and four years of professional level experience in planning.

A Masters Degree in Planning, Public Administration, or other closely related fields is highly desirable.

### Licensing; Certification; Special Requirements

Must possess a valid California Class C driver's license.

## **QUALIFICATION**

### Knowledge of:

- Principles, procedures, standards, practices, information sources, and trends in the fields of design, architecture, and current planning;
- Physical design as applied to architecture and municipal planning.
- Building codes and construction technology;
- Land use, physical design, demographic, environmental, social, and economic concepts as applied to municipal planning;
- Statistical analysis techniques related to municipal planning;
- Application, modification, and interrelationships between ordinances, policies, standards, procedures, and practices associated with the planning function; and
- Applicable federal, state and local laws and regulations, including the Subdivision Map Act and the California Environmental Quality Act.

### Ability to:

- Communicate effectively both verbally and in writing;
- Interpret complex codes and laws;
- Deal effectively with City officials, management, employees, developers, and the general public; and
- Work effectively in a team environment.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee may frequently drive to specific locations; works outdoors and within office setting. The employee is frequently required to walk, stand, stoop, kneel and use arms, legs and back to occasionally lift and/or move up to 25 pounds. This position also requires the ability to sit for up to three hours at a time. Will use arms to reach and carry and use hands to operate, finger, handle objects and controls. Vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

FLSA Status: Non-Exempt  
Bargaining Unit: HMEA  
Civil Service Status: Classified

Revised: February 2026  
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