

PRINCIPAL PLANNER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, performs a wide variety of advanced urban and community planning, environmental review and assessment, zoning and subdivision administration and related activities; assumes supervisory responsibility for major planning programs as assigned; assists in the coordination of the daily departmental administrative activities and supervision of other professional and technical staff; when assigned directs, supervises, leads and participates in the work of subordinate personnel; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level lead class in the Planner series. This position is distinguished from the Senior Planner in that it provides direct management support to the City Planner, and assumes a higher level of responsibility in managing difficult and complex assignments. Positions at this level may serve in a supervisory capacity over subordinate personnel, including directing and training. Employees perform the more difficult and responsible types of duties assigned to classes within this series including those requiring the incumbent to possess strong analytical and problem solving skills to resolve critical and sensitive problems. Employees assigned to this classification serve as technical consultants to the City Planning Commission, City Council, and City Manager on planning and environmental quality matters during public hearings; explain planning, zoning, and environmental review regulations and requirements to the public and interested groups; and coordinates work with other sections of the Community Development Department and with other City departments and outside agencies. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Plans, assigns, supervises, and participates in general transportation and community planning, environmental research and assessment, zoning and subdivision administration, special permit issuance, and data analysis functions; develops and implements work plans for complex projects and programs; assists in coordinating a program of staff assistance to the Planning Commission and other commissions and committees in planning matters, including the preparation of reports and recommendations; assists in developing policies, rules and procedures for the effective operation of the department, including establishing goals and objectives and priorities; coordinates routine departmental purchasing, personnel, budget and related administrative activities; makes oral presentations concerning planning programs and development projects to Planning Commission and to the City Council and other boards and commissions as required; makes authoritative interpretations of applicable regulations and policies; responds to difficult citizen complaints and requests for information; represents the City at community or professional meetings; makes presentations as required; meets with

developers, architects, engineers and others involved in privately sponsored residential, commercial and industrial projects; assists in the review and evaluation of project plans for conformance to established land use regulations, codes and policies; oversees the preparation of ordinances, resolutions and reports to the City Council, Planning Commission and others regarding departmental planning activities; assigns work to subordinate personnel, providing instructions and answering questions; coordinates the scheduling and completion of work by determining operational priorities and resolving work load problems; reviews work for accuracy and completeness; evaluates work techniques and methods for conformance to established standards; coordinates program activities with other City departments and divisions, and with outside agencies; performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Pertinent Federal, State, and local laws, codes and regulations including zoning and environmental.
- Principles and practices applicable in planning, land use, zoning, community development, environmental protection, redevelopment and housing programs.
- Development review processes and procedures.
- Methods and techniques of research and analysis as related to community development, growth and planning.
- Organization and functions of the various agencies involved in the planning process.
- Principles and practices of organization, administration, budgeting and supervision.
- Techniques and methods of report preparation and presentation.

Ability to:

- Plan, organize, train and direct work of subordinate staff.
- Manage day-to-day operations of planning activities.
- Collect and analyze data and develop complex plans and reports.
- Develop and implement work plans for complex projects and programs.
- Communicate clearly and concisely, both orally and in writing.
- Prepare and interpret ordinances and formulate land use and housing policies.
- Prepare clear and concise written and oral reports.
- Interview, hire and supervise consultant teams.
- Establish and maintain cooperative relationships with City officials and employees, public officials, developers, land owners, consultants and the general public.
- Interpret and make decisions in accordance with laws, regulations and policies.
- Deal firmly, tactfully, and fairly with contractors, engineers, developers and property owners.
- Supervise, lead, and train technical and clerical staff.
- Read and interpret construction plans, schematics, and blue prints.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work well under pressure to meet deadlines.

Experience and Training Qualifications

Experience: Five years of increasingly responsible professional land use planning experience working in a municipal planning department. Two years of lead or supervisory experience.

Training: A Bachelor's degree from an accredited college or university with major course work in planning, public administration, community development, urban design or a related field. A Master's degree in planning, public administration, business administration or related field is desirable.

License or Certificate: Possession of an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens; extensive public contact. Occasional travel to work sites or other sites for meetings, or to undeveloped areas of the City for field visits. Field sites may include construction sites, steep terrains, agricultural areas, and habitats of native flora and fauna, insects, native animals and endangered species.

Physical Conditions: Essential functions may require maintaining physical condition necessary for walking, sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret specifications and drawings.