

PRINCIPAL PLANNER

DEFINITION

To plan, organize and direct the activities of an assigned section responsible for a variety of professional planning activities within the Planning and Housing Department; to coordinate section activities with other divisions or departments; and to provide highly responsible professional support to the Planning and Housing Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Planning and Housing Director.

Exercises direct supervision over assigned professional, technical and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and implement section goals and objectives; establish performance standards and methods for professional planning work related to assigned section operations; develop and implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in a variety of land use planning projects and/or programs; oversee the work of staff involved in activities related to assigned section operations, such as current planning, long range planning, technological support, plan check and front counter support.

Oversee subordinate staff in the management of complex planning studies and reports related to area of assignment; assist the Planning and Housing Director with the development and implementation of department goals and objectives.

Evaluate operations and activities of assigned section; determine section priorities; implement improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, equipment, and supplies; monitor and control expenditures

Direct and/or participate in the preparation of complex planning studies and reports related to area of assignment; oversee coordination of assigned section activities with other City departments, division, and sections, outside agencies, citizens, consultants, and developers.

Principal Planner

- 2 -

Represent the City in public and official meetings with other City departments, outside organizations, regional planning bodies, and professional groups on planning matters; coordinate and conduct review of outside agencies' proposed projects and related environmental documents; assess and prepare comments on impacts/issues of interest to the City; attend public hearings and provide draft comments.

Serve as staff liaison for Planning Commission, Design Committee, Development Advisory Committee and related commission and committees.

Receive, review and resolve the more complex issues as they relate to current and long range planning; meet with developers, consultants, outside agencies and citizens to determine appropriate action.

Receive, review and recommend approval/disapproval of administrative permits.

Develop, implement and monitor performance objectives for assigned section; revise policies and procedures as required.

Act as planning staff liaison to the City council and a variety of City boards, commissions, and committees, including making presentations and ascertaining policy direction, when appropriate, for implementation of approved recommendations.

Keep City leaders apprised of project status and issues.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of urban planning and development related to assigned function which may include current planning or long range planning.

Environmental review standards and processes, including knowledge of CEQA and NEPA and the preparation of Environmental Impact Reports, Initial Studies and (Mitigated) Negative Declarations.

Pertinent local, State, Federal rules, regulations and laws.

Technical report preparation and review.

Architectural terms, practices and methods.

Modern office procedures, methods and computer equipment.

Principles and practices of research analysis and management.

Project management methodologies.

Budgeting procedures and techniques.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of work safety.

Ability to:

Organize, implement and direct section activities related to assigned function.

On a continuous basis, know and understand all aspects of the job; frequently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk or in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Analyze site design, terrain constraints, utility capacity constraints, and land use compatibility; prepare maps and design guidelines, review and evaluate land use maps, improvement plans and construction plans.

Analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under change, intensive deadlines on multiple concurrent tasks.

Oversee specialized planning functions such as large-scale new development proposals and environmental studies.

Advise the Planning and Housing Director, policy makers and senior management on planning related matters.

Principal Planner

- 4 -

Research and resolve the more complex and politically sensitive issues related to current or long range planning.

Interpret and explain pertinent section and department policies and procedures.
Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned activities and the overall operation of the Department.

Supervise, train and evaluate assigned staff.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in performing professional planning work, including two years of supervisory responsibility.

AND

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, environmental studies or closely related field.

License or Certificate

Possession of, or ability to obtain, a California driver's license.

Possession of an American Institute of Certified Planners (AICP) designation is desirable.

08-25-12 Principal Planner