




**TOWN OF FAIRFAX**  
**STAFF REPORT**  
September 4, 2013

**TO:** Mayor, Town Council  
**FROM:** Jim Moore, Director of Planning & Building Services   
**SUBJECT:** Approval of the Principal Planner job classification

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**RECOMMENDATION**

Approve the principal planner job classification (attached as **Exhibit A**).

**DISCUSSION**

The Principal Planner is the management, supervisory level in the Planner series within the Planning Division of the Department of Planning & Building Services. It differs from the Senior Planner in that it exercises supervisory responsibility for work production and quality of subordinate professional and technical staff, as well as responsibility for conducting the most complex, difficult, and sensitive studies. The Principal Planner participates in program planning as the assistant to the Director of Planning & Building Services. This position is distinguished from the Director of Planning & Building Services in that the latter has overall responsibility for the planning division.

**FISCAL IMPACT**

The FY 2013-14 Planning & Building Services budget anticipated an internal promotion of the Senior Planner to Principal Planner position (Step 3) resulting in an increase in salary of \$772 per month.

**ATTACHMENT**

Exhibit "A" Principal Planner Job Classification



*Town of Fairfax*  
**PRINCIPAL PLANNER**  
Job Classification

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**Salary**

Refer to management resolution.

**Definition**

Under general direction, to manage and supervise current planning and associated planning activities; to perform complex and difficult administrative and technical planning work, assists in the preparation of work programs and strategic planning activities or projects; and to perform work as assigned.

**Class Characteristics**

The Principal Planner is the management, supervisory level in the Planner series within the Planning Division of the Department of Planning & Building Services. This class is responsible for monitoring work flow, timelines and delivery of services; assists in the selection and training of professional and technical staff; plans, organizes, directs and evaluates the work of staff assigned to various projects; assists in the organization, design and integration of community plans into the general plan; conducts planning research, analysis, and conflict resolution on projects of planning issues having a high degree of complexity and public interest; supervises zoning administration activities or sustainability programs; makes recommendation for comprehensive short-term planning and for changes in planning policies and procedures; regularly represents the department at meetings and hearings before the Planning Commission, Town Council, various public agencies, community organizations and interest groups.

The Principal Planner differs from the Senior Planner in that it exercises supervisory responsibility for work production and quality of subordinate professional and technical staff, by the responsibility for conducting the most complex, difficult, and sensitive studies, as well as participating in program planning as the assistant to the Director of Planning & Building Services. This position is distinguished from the Director of Planning & Building Services in that the latter has overall responsibility for the planning division.

**Examples of Duties (Illustrative Only)**

Note: The following duties are performed by employees in this classification; Each individual in the classification does not necessarily perform all duties listed.

- Manages, supervises, and evaluates the work of staff engaged in current planning.
- Depending on assignment, may supervise and participate in the preparation of site evaluations, acquisition studies, feasibility studies and master plans as needed.
- Coordinates the work of consultants, other department, citizen groups and others on current planning projects.
- Performs the most complex and difficult current planning staff work.
- Prepares detailed work programs and performance measurement standards.
- Monitors, tracks, reports and is accountable for work flow activities.
- Makes recommendations before boards, commissions and community groups involved with planning functions.
- Initiates, analyzes, and interprets policies for the physical, social and economic development of the Town of Fairfax.
- May provide conflict resolution in regards to community and Town issues having a high degree of complexity and public interest.
- Supervises and/or develops public informational and/or educational materials.
- Review, analyzes, and recommends proposals initiated by staff, the Planning Commission, Town Council and the public.
- Develops management strategies and recommends management approaches.
- Participates in the preparation and administration of budget and grant applications as needed.
- Prepares staff reports and studies on a variety of planning and development issues and projects.
- Utilizes a variety of computer software programs to prepare reports, map, diagrams, graphs and other material related to planning studies.

### **Minimum Qualifications**

Any combination of education and experience that will provide the knowledge and skills listed. Typically graduation from college with a major in planning, geography, environmental studies, architecture, landscape architecture, biological sciences or closely related field and four years of increasingly responsible professional land use planning experience which includes one year at a lead or supervisory level.

**Note:** Additional graduate level courses in planning, environmental quality planning or closely related field may substitute for up to one year of the experience requirement at the rate of three semester units for one month of experience.

### **Knowledge Of**

- Principles, practices and trends in one or more fields of planning, such as current, advance, affordable housing, environmental, transportation, regional and/or sustainable development planning.
- Intensive practices and trends in planning policy development and analysis.
- Environmental and land use analysis.
- Legislative developments affecting regional and advanced planning including federal, state and local laws and ordinances.
- Difficult research, analytical and statistical methods and comprehensive cost analysis techniques.
- Research and statistical methods as applied to the collection, tabulations and analysis of data essential to planning studies.
- Principles of the California Environmental Quality Act (CEQA).
- Permit requirements of regulatory agencies.
- Comprehensive knowledge of land use and site planning.
- Techniques of map and plan reading and reproduction.
- The physical, social and economic factors involved in urban and regional planning.
- Principles of ecology and environmental sciences and sustainability; regional planning concepts and the processes of local governmental planning.
- Principles and techniques for the management, development, and motivation of employees.
- Principles and techniques of supervision as related to training, directing and evaluation of the work subordinates.

### **Ability To**

- Determine work priorities and coordinate necessary resources to accomplish planning tasks.
- Plan, organize, coordinate, supervise, train and evaluate personnel engaged in planning activities.
- Prepare or supervise the preparation of drawings and other graphic representations.
- Serve as a resource person on complex studies.
- Effectively relate to a variety of concerned groups in clarifying and resolving problems or conflicts of a sensitive nature and high degree of difficulty.
- Effectively direct and supervise the work of subordinate staff on major project assignments.
- Think critically and conduct strategic planning.

- Work effectively as a member of Town management team
- Communicate effectively both verbally and in written form including effective use of interviewing techniques.
- Effectively apply technical, social, and political skills to solve problems in a timely manner.
- Work collaboratively with the town administration and other divisions to assure the provision of comprehensive and coordinated related services.
- Establish and maintain effective working relationships with co-workers, clients, customers, and representatives or other agencies or departments.

The physical demands and working conditions described below is representative of those that must be met by an employee to successfully perform the essential functions of the job.

### **Physical Demands**

While performing the duties of this job, the employee is frequently required to site, stand, walk and negotiate unimproved steep inclines. The employee is frequently required to talk and hear when conversing in person and over the telephone and to reach with hands and arms. Hand-eye coordination is required to operate computers, perform precise drawings and operate various pieces of office equipment. May be required to lift, carry and handle objects weighing up to 25 pounds.

### **Working Conditions**

Work is generally performed indoors in a typical office setting. Some outdoor work is required in the inspection of various properties with occasional exposure to all types of weather and terrain, wet and/or humid conditions and airborne particles.

### **ADA Compliance**

The Town will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

### **Classification History**

Date Established: XX/XX/XXXX