



## Principal Planner

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### Summary

Plan, schedule, and coordinate the work of professional planning staff and perform complex professional work on difficult current and/or advanced planning projects; may act in the absence of the Community Development Director.

### Class Characteristics

General direction is provided by the Community Development Director; responsibilities include the direct and indirect supervision of lower level professional, technical, and clerical personnel.

This class has supervisory responsibility for administration and direction of specified planning activities in addition to performing professional planning work. Incumbents provide direction for assigned staff and perform planning activities requiring considerable professional knowledge and the use of independent judgment as well as assisting in the formulation of policy, developing goals and objectives, and assisting in budget administration. This class is distinguished from the Community Development Director in that the latter has overall management responsibility for City planning, building inspection and code enforcement functions, and activities.

### Essential Duties, Skills, and Demands of the Position

*The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.*

#### Duties:

Plan, organize, assign, direct, review, and evaluate the work of staff; provide for staff training and professional development; make recommendations for appointments, promotions, and discipline; set work priorities, goals, and objectives.

Assist in the preparation and administration of the annual budget; perform research, administrative and technical activities necessary to achieve planning project objectives and to maintain departmental information programs; prepare, implement, and review specific plans, including coordinating the work of planning consultants; assist in the development and implementation of varied redevelopment projects.

Coordinate and perform evaluations and analyses pertaining to the elements of the comprehensive General Plan, area plans, environmental impact reports, and related municipal ordinances and policies; prepare reports, recommendations, state and federal applications, and documents.

Confer with personnel from other departments and agencies in coordinating assigned work; meet with representatives of community organizations and other groups to encourage cooperative actions or to resolve problems.

Make oral presentations before commissions, committees, community groups, and boards of

other governmental agencies; make special investigations of a technical nature regarding planning projects; report conclusions and recommendations in technical report form, or in form for publication; direct the preparation and design of maps, charts, models, sketches, and other graphic presentations; prepare reports, presentations, correspondence, and other written materials; perform follow-up plan checking.

Coordinate zoning enforcement, complaint investigation, and resolution, and refer cases for legal action as required.

May act as the department director in the absence of the Community Development Director.

Perform related duties as assigned.

Skills/Abilities:

Plan, organize, assign, direct, review, and evaluate the work of others.

Train others in work procedures.

Direct and conduct complex planning studies and activities.

Prepare, administer, and monitor a division budget.

Perform and coordinate activities, such as the collection, analysis, and preparation of reports and recommendations.

Interpret laws, policies, procedures, regulations, maps, specifications, site and building plans, graphs, and statistical data.

Make persuasive oral presentations of ideas and recommendations.

Exercise sound independent judgment within established guidelines.

Prepare clear, concise, and complete technical documents, reports, and correspondence.

Communicate effectively both verbally and in writing.

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

Physical Demands and Work Environment:

While performing the duties of this job, the employee will be frequently required to sit and talk and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, enter data into a terminal, personal computer or keyboard device; operate office equipment requiring repetitive arm/hand movement. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**Qualifications**

Knowledge of:

Administrative principles and methods, including goals, objectives, and program development, work organization and delegation and employee supervision.

Objectives, principles, procedures, standards, practices, information services, and trends in the field of urban planning.

Land use, physical design, demographic, environmental, and social/economic concepts as applied to municipal planning.

Statistical analysis and mathematical concepts related to the planning process.

Application, modification and interrelationships between varied ordinances, policies, standards, procedures, and practices.

Applicable federal, state and local laws and regulations.

Terminology, symbols, methods, and techniques used in planning and map drafting.

Local government organization and the functions and practices of a municipal planning unit.

Education and Experience

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

Education:

A Bachelor's degree with major work in city or regional planning, urban planning, or a closely related field.

Experience:

Three years of professional planning experience.

A Master's degree in city, regional or urban planning may be substituted for one year of the professional planning experience.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Established: 03/90

Resolution #:

Revised: 06/30/06

Department: Community Development

FLSA Status: Exempt