

**City of San Rafael
Job Class Specification**

Job Title: Principal Planner

SUMMARY:

This position is a lead Supervisor, non-mid-management-level position committed to seeking innovative solutions, fostering cross-department partnerships and modeling an inclusive and supportive environment. The position performs a variety of management and complex planning functions which may include the supervision of either the Current or Long-Range Planning sections of the Planning Division and/or as a cross department co-lead for special projects related to permit services improvement programs. Supervises subordinate members of the Planning Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Plans, organizes, and directs the overall work activities of the long-range planning, current planning, and/or permit service programs.
- Reviews and evaluates the job performance of subordinate personnel, identifies professional development needs, and provides training as needed.
- Oversees the review and analysis of development proposals or planning studies, including participation in more complex and major projects.
- Interprets, implements, and enforces the General Plan, zoning codes, and other codes related to the maintenance of community standards.
- Make presentations on planning background recommendations before the Design Review Board, Planning Commission, City Council, community groups and organizations.
- Works with other City departments and governmental jurisdictions in coordinating the division's programs and projects.
- Conducts research and analysis of land use and related issues. Prepares environmental review documents. Prepares written reports.
- Supervises a professional and clerical planning staff.
- Solicit, select, contract with and manage consulting contracts.
- Produces and/or Coordinates public events, committee meetings, and community workshops.
- Assists the Director with budget preparation and manages the section's budget.
- Assigns new project applications, monitors/manages workload, creates procedures and guidelines to improve permitting process.
- Serves as lead advisor to the Planning Commission. Coordinates the agenda for Planning Commission meetings.
- Performs related duties as required.

KNOWLEDGE OF:

- Principles, methods and practices of urban planning and zoning administration
- California Planning Law, Environmental Quality Act and Subdivision Map Act
- Principles and practices of effective organizations
- Principles of supervision/and emerging trends in effective supervision
- Current and Long-Range Planning.

ABILITY TO:

- Plan, organize and coordinate section personnel, programs and project
- Formulate and implement administrative procedures
- Collect, analyze, interpret and apply complex zoning and planning data.
- Make effective decisions regarding planning and zoning.
- Communicate effectively, orally and in writing.
- Plan for and facilitate effective community meetings.
- Work effectively with the public, community groups, boards and commissions, other City personnel and governmental jurisdictions.
- Ability to attend evening meetings.

EDUCATION AND/OR EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledges, skill and abilities. A typical way to obtain these would be:

- AICP Certification or Masters in planning; and
- five years municipal planning experience including two years in a lead or supervisory position.

PHYSICAL DEMANDS:

The physical 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 disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee frequently is required to use hands to finger coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and 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 ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to video display and regularly works in inside environmental conditions. The employee is occasionally exposed to outdoor weather conditions and occasionally works in evenings or weekends and occasionally works with use of personal vehicle. The noise level in the work environment is usually quiet.

FLSA Status: Non-exempt
Prepared By: City of San Rafael
Prepared Date: February 2020
Approved Date: