

PRINCIPAL PLANNER (AM)DEFINITION

Under general direction of the Planning Manager, this administrative management position supervises the day-to-day operations of the current, advanced and counter sections of the Planning Division.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Manages, supervises and directs professional planning work in a combination of the following areas: development processing, environmental review, current planning and/or advanced (strategic) planning and the public counter. Supervises and assigns responsibility for planning projects and studies; coordinates project management activities of professional planning staff. Monitors, analyzes and implements process improvements for the Division. Performs highly complex and technical professional planning duties. Oversees the collection and analysis of planning data relevant to the drafting, review and revision of the City's General Plan, zoning ordinances and/or development standards. Responsible for administration of Planning Commission and Historic Resources Commission meetings and activities. Attends off-site meetings; confers with and makes formal presentations to property owners, developers, business executives, staff from regulatory agencies, and community/neighborhood leaders regarding assigned Section planning issues and policies. As a Team Member, projects Division staffing requirements; assists in preparing and administering the Planning Division Budget. Supervises professional and technical staff. Establishes employee performance standards and supervises, trains and evaluates assigned staff. Actively promotes and implements principles of Total Quality Service in all operations. Evaluates training needs and plans and schedules appropriate in-service training for planning staff. Develops goals and objectives consistent with Agency mission statement and implements programs and procedures to accomplish them. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The Principal Planner heads a functional section of the Planning Division and is responsible for the performance of his or her section. The position reports to the Planning Manager, who has overall responsibility for the entire Planning Division, and is distinguished from the next lower class of Senior Planner by the inclusion of program/activity responsibility and not merely supervisory oversight of employees working on specific projects and assignments.

MINIMUM BASIC REQUIREMENTS

Six years of progressively responsible professional experience in municipal or regional planning, or development administration, three of which must have been in a supervisory role. Education equivalent to graduation from a four year college with a degree in urban planning, public administration or a related field (a master's degree is preferred); or any equivalent combination of training and experience which provides the following knowledge, skills and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: State General Planning Laws; municipal zoning ordinance administration; California Environmental Quality Act; California Subdivision Map Act; municipal planning principles and practices; supervisory principles and practices.

Ability to: supervise professional and technical staff; coordinate, direct and manage the work of a section; interpret appropriate State laws and City ordinances; analyze data; make sound recommendations; prepare comprehensive reports; communicate clearly and concisely both orally and in writing; develop and maintain effective working relationships with developers, property owners, business executives, community leaders, regulatory agencies, other City employees and the general public.

SPECIAL REQUIREMENT

Must possess and retain a valid California Class C Driver's License as a condition of employment.

SPECIAL WORKING CONDITIONS

Willingness and ability to work irregular hours including evenings and weekends as needed.

DESIRABLE CHARACTERISTICS

The successful performer has a thorough knowledge of the scope and purposes of State laws and City ordinances related to the planning field, and makes decisions in accordance with those laws and ordinances. This self-starter is career oriented, self-assured, good humored and has a balanced approach to managing city planning functions. He/she has the management skills to organize and coordinate the Division's core activities and utilizes excellent judgment and analytical skills. This team player emphasizes fairness in all endeavors, embodies the concept of customer service in the public sector, is committed to being a great leader and balances both the principle and the pragmatic. He/she deals tactfully, yet assertively when representing the City's interests.

Class title established per Council Resolution No. 2001-073,
effective 7-1-01

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