

CLASS SPECIFICATION
Principal Planner

GENERAL PURPOSE

Under direction, serves as project manager for high-profile and complex mixed-use and residential development projects requiring coordination among multiple City divisions/departments, other public agencies and private enterprises; assists with division special projects; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Principal Planner is responsible for serving as the key City project manager for multiple high-profile and large mixed-use and residential development projects. The incumbent is responsible for coordinating project activities and operations with other City department and divisions, as well as external agencies/enterprises. The incumbent is also responsible for assisting with division special projects as assigned. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

Principal Planner is distinguished from Planning Division Manager/Planning Official in that an incumbent in the latter class is responsible for planning, managing, organizing, directing and integrating all the City's planning programs, services and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Serves as project manager for large, complex residential and mixed-use development projects; identifies problems and issues, determines analytical approaches, and obtains and analyzes necessary data and information; evaluates alternative courses of action and makes recommendations; researches and implements new technology and methods of design for development projects; coordinates and participates in the preparation of a variety of project reports for the City's Project Review Staff Committee, Planning Commission and City Council; provides information and responds to public inquiries regarding development projects.
2. Coordinates communication, resources and staff between multiple City departments and divisions for development projects; coordinates and participates in the development of detailed project plans, milestones and budgets; reviews work plans and schedules, staffing needs projections and project progress, resolving priority conflicts to ensure that goals are met in a timely and fiscally responsible manner; monitors completion and implementation of projects, coordinating the actions and participation of all project team members to ensure project schedules and budgets are met, problems

are identified and resolved and key project decisions are made promptly; coordinates the review of development applications with other City staff and outside agencies; develops and assists in carrying out project implementation plans; monitors project management plans and results; maintains project records and documentation; maintains liaison with City management and staff and public agencies.

3. Researches, formulates and recommends policies, practices and procedures for development projects; advises Planning Commission officials and City Council members on appropriate goals, priorities and programs for the pattern and intensity of land use, natural resource conservation, municipal infrastructure and quality/livability of the City; coordinates and participates in the analysis and preparation of reports of the effects on infrastructure caused by proposed development, coordinating this work with other divisions, bureaus, governmental agencies and public commissions.
4. Assists with division special projects as assigned; coordinates completion and presentation of the City's General Plan Update; assists in preparing municipal code amendments; oversees and reviews City fee update studies; reviews and comments on correspondence from other public agencies; tracks and reviews new legislation affecting division activities and operations; reviews and updates City municipal code provisions.
5. Advises the City's Technology Services Division on the management, use and programming of the City's permitting software program; creates training guides and provides training to staff on the use and operation of the City's permitting software; evaluates and makes recommendations for new permitting software programs.

OTHER DUTIES

1. Represents the City and division in meetings and confers with representatives of other governmental agencies, community and civic groups and the public.

QUALIFICATIONS

Knowledge of:

1. Theories, principles, procedures, standards, practices, information sources and trends in the fields of current and advanced planning and development.
2. Land use, physical design, demographic, environmental, and social/economic concepts as applied to municipal planning.
3. Statistical analysis techniques related to municipal planning.
4. Application, modification, and inter-relationships among ordinances, policies, standards, procedures and practices associated with the planning function.
5. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
6. Terminology, symbols, methods, and techniques used in planning and planning exhibits such as site plans, grading plans and architectural elevations.
7. Local government organization and the functions and practices of a municipal planning unit.

8. Research methods and statistical techniques and applications.
9. Administration, planning, organization principles and project planning techniques.
10. Budget, personnel, cost control and administrative practices and policies.
11. Information technology and computer capabilities applicable to functional responsibilities.
12. Principles and practices of sound business communication.

Ability to:

1. Perform and coordinate technical current, advanced, and project-planning activities, such as the collection, analysis, and preparation of reports and recommendations pertaining to complex issues.
2. Apply federal, state and city laws, codes, standards, and urban planning, development and design concepts and practices applicable to assigned areas of specialization.
3. Interpret laws, policies, procedures, regulations, maps, specifications, census data, site and building plans, graphs and other statistical data.
4. Review and evaluate planning documents, codes, regulations and complex technical documents.
5. Identify parallel areas of project concerns, interests and goals with other public agencies and organizations.
6. Communicate complex technical matters to non-technical individuals, including policy makers.
7. Present planning and/or development review values, policies and processes in a meaningful way to professionals in many other fields.
8. Exercise sound independent judgment within departmental guidelines.
9. Represent the City effectively in meetings with commissions, governmental bodies and the public.
10. Conduct analyses and make accurate recommendations based on study findings.
11. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
12. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
13. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
14. Establish and maintain effective working relationships with City management, staff, commission and committee members, the City Council, representatives of other public agencies, contractors, the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in urban/regional planning, engineering, public

administration, finance or a related field; at least six years of progressively responsible professional planning or development review experience, at least two years of which were in a lead or supervisory capacity; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with City management, staff, commission and committee members, the City Council, representatives of other public agencies, contractors, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.