



May 2007
FLSA: EXEMPT

PRINCIPAL PLANNER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and administers the most complex projects and programs within the Community Development Division; administers current, long-range, and/or environmental planning activities, including serving as project manager for complex development and/or environmental mitigation projects; administers complex and sensitive activities in such areas as zoning, redevelopment, housing, advanced, and/or environmental planning; provides highly complex professional assistance to the Assistant Director of Community Development, the Planning Commission, appointed boards and committees, the Town Council, and others in areas of expertise; oversees, reviews, and performs a variety of studies, and prepares and presents staff reports; assigns and reviews the work of staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Director of Community Development. Exercises direct supervision over assigned staff and/or contract consultants.

CLASS CHARACTERISTICS

This is a mid-management classification in the Community Development Department. The incumbent organizes and oversees day-to-day planning activities and is responsible for providing professional-level support to the Assistant Director of Community Development in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating divisional work with that of other Town departments and public agencies. Responsibilities include performing and directing many of the division's day-to-day administrative functions. This class is distinguished from the Assistant Director of Community Development in that the latter has overall responsibility for all planning functions and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends within divisional policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Assumes management responsibility for all services and activities of the Community Development Division in absence of the Assistant Community Development Director, with major emphasis on current, advance, and/or environmental planning.

- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Assistant Director of Community Development.
- Assists in selecting, training, motivating, and evaluating assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; may assist in implementing discipline procedures.
- Participates in developing the work plan for the Community Development Division; meets with staff to identify and resolve problems; assists in assigning work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Participates in the development and administration of the Division's budget.
- May serve as a liaison for the Community Development Division with other Town departments, divisions, and outside agencies; attends meetings, as necessary; provides complex staff support to the Planning Commission, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Provides highly complex staff assistance to the Assistant Director of Community Development; prepares and presents staff reports and other necessary correspondence.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Community Development programs, policies, and procedures, as appropriate.
- Develops and reviews staff reports related to planning activities and services; presents reports to the Planning Commission, Town Council, and other commissions, committees, and boards; performs a variety of public relations and outreach work related to planning activities.
- Participates on a variety of boards, commissions, committees, and task forces; attends and participates in professional groups and committees; stays abreast of new trends and innovations in the field of Community Development.
- Confers with engineers, developers, architects, a variety of agencies, and the general public in acquiring information and coordinating planning and zoning matters; provides information regarding Town development requirements.
- Receives, investigates, and responds to problems and complaints from citizens in a professional manner; identifies and reports findings and takes necessary corrective action.
- Conducts site inspections, including determining if projects are in compliance with laws, regulations, and ordinances; makes recommendations regarding changes.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, project management, and supervision of staff and consultants on a project basis.
- Principles and practices of budget administration.
- Principles and practices of employee and consultant supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, local laws, codes, and regulations.
- Principles and practices of contract administration and evaluation.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned function.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to planning and zoning.

- Principles, practices, and procedures related to urban and regional planning, particularly as related to the current, advance, and/or environmental planning process.
- Geographic, socio-economic, transportation, political, environmental, and other elements related to urban planning.
- Operational characteristics, services and activities of the Community Development Division.
- Modern and complex principles and practices of program development and administration.
- Modern principles and practices, technical legal issues, and research methods of municipal planning, zoning, urban economics, demographics, and environmental management.
- General concepts of architecture, landscaping, grading, drainage, traffic and transportation, and environmental engineering as they relate to the process of urban planning.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Modern office methods, practices, procedures, and equipment, including computer hardware and software necessary for graphic presentation, mapping, and database management, including Microsoft Office, Microsoft Project, Town permitting software, and basic GIS concepts and applications.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service to public and Town staff, in person and over the telephone.

Ability to:

- Act as the Assistant Community Development Director in his/her absence.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex, technical, and sensible planning, development, and related programs in an independent and cooperative manner.
- Effectively administer a variety of land use, development, and/or environmental mitigation programs and activities.
- Identify and respond to issues and concerns of the public, Planning Commission, Town Council, and other appointed boards and commissions.
- Interpret planning, zoning, and/or environmental programs to the general public.
- Read plans and specifications and make effective site visits.
- Manage and monitor complex projects.
- Plan, organize, schedule, assign, review, and evaluate the work of staff, and/or consultants on a project basis.
- Train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, explain, and ensure compliance with Town policies and procedures, complex laws, codes, regulations, and ordinances.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

- Effectively represent the division and the Town in meetings with governmental agencies, community groups, various businesses, professional, regulatory organizations, and individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in urban planning, community development, business or public administration, or a related field, and four (4) years of responsible mid-management urban planning experience, including two (2) years of supervisory experience. Possession of a Master's degree in urban planning or public administration with emphasis in urban planning is highly desirable.

License:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials, a computer screen, and make inspections; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels and controlled temperature conditions. Employees may interact with upset staff, and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.