



## CLASS SPECIFICATION

---

### **CLASS TITLE:**

PRINCIPAL PLANNER

### **DEFINITION:**

Under general direction of the Planning & Housing Manager or Community Development Director, plans, directs and supervises professional planning activities of the Planning Division within the Community Development Department; performs a variety of complex technical planning activities relative to assigned areas of responsibility; assists the Community Development Director with planning research and work products for use by decision makers and performs related work as assigned. This is a Fair Labor Standards Act (FLSA) exempt position.

### **SUPERVISION RECEIVED:**

Works under general direction of the Planning & Housing Manager or designee.

### **SUPERVISION EXERCISED:**

Will supervise Senior Planners, Associate/Assistant Planners, other support staff, part-time or temporary employees or interns, as assigned.

### **DISTINGUISHED CHARACTERISTICS:**

The Principal Planner performs supervisory activities such as assigning work, monitoring project progress, and providing technical assistance and training to other professional, technical, and administrative staff. This single-position class is distinguished from other City professional planning classes by the level, complexity and City-wide implications of project assignments. Incumbents are also expected to independently perform the full range of planning duties. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making. The incumbent organizes and oversees day-to-day activities and operations of assigned work products. Successful performance of the work requires an extensive background in planning, as well as skill in coordinating work with other City departments and external agencies. The position of Principal Planner is a supervisory classification and is distinguished from the higher-level classification of Planning & Housing Manager in that the Planning & Housing Manager is responsible for the overall administration of the Planning Division. This classification is further distinguished from the lower-level classification of Senior Planner in that the Principal Planner will have supervisory responsibility over professional staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY):**

Supervises, trains, and evaluates staff; assigns work, projects, and programs; acts as technical and policy advisor to planning personnel in performing difficult assignments and in the review of the objectives, techniques, and findings of their work, effectively recommends initial disciplinary action; assists in selection and promotion.

Acts as the project manager in planning, coordinating, and directing long-range, and regional programs and special projects; establishes priorities and manages all activities; develops planning documents, policies, implementation plans, and programs.

Assists the Planning & Housing Manager and Community Development Director in the administration, review and revising or initiation of ordinances, the general plan, and subdivision ordinance.

Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures, as appropriate.

Determines and recommends staffing needs for assigned activities and programs; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.

Plans, organizes, and implements activities related to land use and planning for the future development of the city, including population estimates and demographics, economic growth, land use, zoning, and social statistics.

Coordinates planning activities with other City departments and other planning agencies.

Supervises reports on requests for zoning changes, planned developments, subdivisions and other related planning matters.

Serves as technical advisor and/or secretary, including both verbal and written presentations, to the Planning Commission, City Council (when required) and other boards and commissions.

Represents the City concerning planning matters at neighborhood, community, and regional organizations.

Prepares, reviews, and presents staff reports and reports on projects to the City Council, committees, community groups, boards and commissions and other governmental bodies at public meetings.

May serve as the Planning & Housing Manager in their absence.

Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **KNOWLEDGE OF:**

Principles of management, coordination, supervision, training, and employee development; theory, principles and practices of governmental planning and zoning; State and County laws and regulations relating to municipal planning, zoning and development; statistics and statistical analysis as applied to land use, transportation, zoning and master plan studies; principles and techniques involved in the development and maintenance of general and specific plans; principles of economic development; and current trends in federal, state and local planning; operations, services, and activities of a comprehensive planning program including current and long range planning; principles and practices of budget and contract development and administration.

#### **ABILITY TO:**

Lead, supervise, organize, and problem solve organizational issues; collect and analyze complex data and formulate well-developed recommendations and alternative courses of action for difficult planning and land-use problems, including revisions to the General Plan consistent with State Law and local needs; demonstrate sound professional judgment and logical reasoning while maintaining both creativity and pragmatism; prepare clear and concise reports, correspondence, policies, procedures, and other written materials; establish and maintain cooperative and effective relationships with public and private officials and with members of the public; and speak clearly, and effectively before professional, governmental, civic and business groups; effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and educational organizations and in meetings with individuals; plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### **EDUCATION:**

Graduation from an accredited college or university with a major in Urban or Regional Planning, Public Administration, or a closely related field.

A Master's degree in Urban Planning, Architecture or a related field and/or certification from the American Institute of Certified Planners (AICP) is highly desirable.

#### **EXPERIENCE:**

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

Five years of increasingly responsible professional planning experience with a municipality, county or other public agency setting or planning in current, long-range, or comprehensive planning and project management; including two (2) years of lead experience; one (1) year of which was at supervisory level desirable.

An equivalent combination of related training and experience may be considered.

A Master's degree or AICP certificate may substitute for one year of the required experience.

### **SPECIAL REQUIREMENTS:**

Possession of and ability to maintain a valid California driver's license and a satisfactory driving record.

### **TOOLS AND EQUIPMENT USED:**

Personal computer, including word processing, spread sheet and data base applications; motor vehicle; calculator; phone; copy machine; various graphic design tools.

### **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. Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand and sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

The employee must 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.

### **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 occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment varies from quiet to moderately noisy in the office and is generally moderate in the field.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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 the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Category:	Mid-Management
FLSA Classification:	Exempt
Effective Date:	September 23, 2024
Revisions:	n/a