



PRINCIPAL PLANNER

DEFINITION

Under administrative direction, provides support by assisting in planning, organizing and directing the Planning Division; performs responsible, complex and professional work in all aspects of city planning, with an emphasis on advanced planning and historic preservation; provides professional staff guidance and support; aids the Planning Division Manager and performs other required duties as assigned.

SUPERVISION EXERCISED

Exercises functional and technical supervision of subordinate personnel.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Answer inquiries from the public, both in person and over the phone, providing planning information and explaining procedures.

Evaluate proposed development projects and conduct field surveys during and upon completion of projects ensuring compliance with architectural, zoning and general plan requirements.

Participate in research and analysis related to planning activities.

Interpret, review and revise local planning related ordinances.

Prepare and present staff reports for Development Review Committee, Historic Preservation Commission, Planning Commission and City Council.

Participate in the development of goals, objectives, policies and procedures.

Confer with and advise architects, engineers, attorneys, developers and the general public regarding City development procedures and processes.

Meet with developers, property owners and others to resolve planning issues.

Coordinate planning activities with other departments, state, county and federal agencies.

Assist in complex, advanced planning projects including code revisions.

Plan, develop, and oversee the work of staff involved in planning activities.

Complete special projects as assigned.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Standard office procedures, methods and computer equipment.

Principles and practices of current and advanced planning.

Methods and techniques used in evaluating development proposals.

Local, state and federal laws and codes relating to development including the Subdivision Map Act and California Environmental Quality Act.

Historic Preservation techniques, concepts, policies, guidelines, ordinances and laws.

Techniques used in dealing with the public and customer service.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Independently perform technical planning projects and activities.

Respond to questions from the public and staff.

Interpret and apply policies, procedures, laws, codes, and regulations pertaining to planning.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Prepare, examine and verify planning documents and reports.

Perform duties of an emergency worker in the event of a natural or other disaster.



QUALIFICATIONS

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

BA/BS in planning, urban design, architecture or related field and five (5) years experience in municipal planning, including one (1) year in a supervisory capacity. MA/MS desirable.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

