

City of Scotts Valley

CLASS SPECIFICATION
PRINCIPAL PLANNER

JOB PURPOSE

Perform responsible administrative and professional planning work assisting the Community Development Director in executing the functions of the Planning Department. Work involves advising and assisting the Community Development Director in formulating and executing planning and work programs and coordinating various projects. To perform difficult and complex professional work; to perform related work as required.

EXAMPLES OF DUTIES

Essential Duties:

- ~ Participate in the development and implementation of goals, objectives, policies, and priorities.
- ~ Plan, organize, supervise, and review the work of professional planning personnel and others in the preparation, revision, and administration of master plans, zoning ordinances, and development regulations for projects and areas within the City.
- ~ Provide technical advice to subordinate personnel in solving difficult assignments.
- ~ Compile and evaluate data and make recommendations for the more complex planning projects.
- ~ Represent the City in public and official meetings with other City departments, organizations, and professional groups on planning matters.
- ~ Make administrative decisions in the absence of the Community Development Director.
- ~ Participate in special studies as assigned.
- ~ Participate in preparation of and administration of the departmental budget.
- ~ May analyze, plan and oversee permit processing functions.
- ~ May analyze, plan and coordinate long-range and current planning functions.
- ~ Supervises, trains, and evaluates department supervisors or employees and recommends the selection, promotion and discipline of employees.
- ~ Researches federal and state grant funding sources; prepares or directs the preparation of grant and permit applications; represents the City before various state and federal agencies in regards to permit and grant applications; assures compliance with grant or permit regulations.
- ~ Negotiates, prepares and administers contracts, proposals and agreements.
- ~ Supervises the work of professional planning and engineering consultants retained for the development of plans, specifications, studies and reports.
- ~ Prepares or supervises the preparation of staff reports, resolutions, research reports, environmental documents and other material for presentation and use by City departments and advisory bodies and to meet state and federal agency requirements.
- ~ Meets with and advises developers and the general public regarding complex development applications and processes.

~ Assist with the Redevelopment Agency Plan

Marginal Duties:

~ Perform related duties as assigned.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Five years of professional experience in urban planning, including two years in a supervisory capacity. A Bachelor's degree from an accredited college or university with major course work in planning, urban studies, environmental planning, economics, or closely related field. A Master's degree in one of these fields is desirable. Possession of a valid California Motor Vehicle Operators License.

Ability to: Plan, assign, and supervise the work of subordinate personnel and participate in technical research on planning, environmental, economic, and transportation problems. Perform research, analyze data, and present recommendations on complex planning projects. Establish effective working relationships with employees, other public officials, and the general public. Communicate clearly and concisely, orally and in writing. Supervise, train, and evaluate subordinate personnel. Evaluate and develop improvements to the effective and efficient delivery of department services. Develop consensus and resolve conflict between various groups and individuals.

Knowledge of: Principles of administration and supervision. Principles and practices of governmental planning. Current literature and recent developments in the field of public planning. Regulations and procedures affecting local planning agencies. Other disciplines related to city planning such as environmental studies, transportation, public administration, economic development and urban studies. Statistical concepts and methods. Applicable federal, state, and local laws and ordinances. Working knowledge of: principles and practices of organizational control and personnel management; budgeting principles in a government agency; California Environmental Quality Act; California Redevelopment Law and the applications of data processing to planning operations.

CITY COUNCIL APPROVAL DATE: 12-20-00