

CITY OF SIMI VALLEY

PRINCIPAL PLANNER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction, supervises and coordinates assigned planning section activities and operations within assigned planning section; acts as hearing officer for all staff approved discretionary applications; acts as project manager for sensitive and complex planning projects; coordinates assigned activities with other divisions, outside agencies and the general public; and assists the Deputy Director/City Planner as a senior resource person to planning staff.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinate the organization, staffing, and operational activities of assigned planning section including management of sensitive and complex planning projects.
2. Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.
3. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff to implement improvements.
4. Plan and review work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Research, analyze, prepare and present reports and studies to the Deputy Director/City Planner, City Manager, citizen groups, City Council and Planning Commission.
6. Ensure a very high level of customer service from all staff within the division.
7. Review routine correspondence from planning staff.
8. Review, critique and approve staff reports for staff approved applications.
9. Review and approve temporary use permits.
10. Review and comment on staff reports to the Planning Commission and City Council.
11. Act as project manager in the development of various planning projects from conceptual design through final construction.
12. Coordinate and participate in the maintenance and amendment of the City's zoning ordinances.

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13. Participate in the review of projects as a member of both the environmental review team and the development advisory committee.
14. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
15. Participate in the preparation and administration of the planning budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.
16. Provide responsible staff assistance to the Deputy Director/City Planner; prepare and present staff reports and other necessary correspondence.
17. Coordinate planning activities with those of other divisions and outside agencies and organizations.
18. Prepare responses representing the City's position on county or regional development studies.
19. Respond to public inquiries in a courteous manner; provide information on a broad range of planning topics; resolve complaints in an efficient and timely manner.
20. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of urban planning including design review and/or zoning activities.
21. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services and activities of an urban planning program including design review and zoning activities.
Principles of supervision, training and performance evaluation.
Advanced principles and practices of urban planning and development.
Advanced site planning and architectural design techniques and methods.
Municipal codes, zoning ordinance, general plan, uniform codes, and the subdivision map act.
Regional planning issues.
Methods and techniques of research and analysis.
Applicable environmental laws and regulations.
Principles and practices of municipal budget preparation and control.
Computer functions and related software.
Technical report writing.
Modern office procedures, methods, and computer equipment.
Current literature, information sources and research techniques in the field of urban planning.
Pertinent federal, state, and local laws, codes and regulations.

Ability to:

Oversee the activities, operations and projects of a planning section.
Supervise, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Interpret and explain City design review and zoning policies and procedures.
Independently perform the most complex research, analysis and report writing.
Interpret, explain, and enforce local, state, and federal laws and regulations.

Interpret planning and zoning programs for the general public.
Analyze and compile technical and statistical information and prepare reports.
Explain and interpret planning and zoning programs to the general public.
Respond to difficult and sensitive public inquiries.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, geography, public administration, environmental science, business management or a closely related field.

Experience:

Five years of complex urban planning experience involving design review or zoning activities including two years of administrative and/or supervisory responsibility.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of an AICP certification from the American Institute of Certified Planners is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Office and field environment; travel from site to site; work with computer and office equipment; work closely with others.

Physical: Sufficient physical ability to work in an office setting and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Adopted: December 2003
Johnson & Associates

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