

**Class Title: Principal Planner**

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs work of considerable difficulty in planning and managing a major section or function of the Planning Department such as advanced planning, zoning, general planning, area planning, transportation environmental services, or urban design. Researches and recommends progressive urban planning methods and procedures. Performs complex and specialized planning work. Assists in long range planning activities.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

| Physical Strength Code |   | ESSENTIAL FUNCTIONS  |
|------------------------|---|--|
| 1                      | L | Supervises the work of professional and sub-professional personnel who are engaged in compiling data and preparing recommendations and reports directly related to municipal planning needs. Supervises and coordinates the investigation of unusually complex or difficult zoning matters and preparation of reports and recommendations regarding ordinance interpretation and modification.   |
| 2                      | L | Analyzes and prepares recommendations regarding zoning and annexations to City boundaries and changes, variances, exceptions, and adjustments of zoning requirements in existing zoned areas.  |
| 3                      | L | Makes presentations before City Council, Planning Commission, neighborhood groups, or other agencies. Confers with the public to provide advice and consultation on problems associated with planning or zoning functions. Informs department administrators about matters requiring their attention and keeps them up-to-date on the progress of planning projects and studies. Speaks before civic groups to provide information on significant planning projects and conducts negotiations with other agencies for the development and financing of joint projects. |
| 4                      | L | Assists in collecting and analyzing information and assembling budget documents.   |
| 5                      | L | Coordinates the work of professional and technical personnel in the preparation of maps, graphs, and reports and in the design and presentation of media in support of planning functions. Trains and supervises subordinate personnel. Supervises and coordinates the development, amendment and interpretation of the City's comprehensive General Plan and Urban Development Policy. Supervises and coordinates the preparation of special studies assigned by the City Council and Administration leading to the development of land use policies.                 |

**CLASS REQUIREMENTS:**

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|--|---|
| Formal Education / Knowledge           | Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.  |
| Experience                             | Four years of professional urban/regional planning experience.  |
| Certifications and Other Requirements  | Valid driver's license.   |
| Reading                                | Work requires the ability to read read maps, site plans, blueprints, zoning ordinances, contracts, legal statutes, technical reports and analyses, memoranda, and general correspondence.   |
| Math                                   | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as geometry and algebra.   |
| Writing                                | Work requires the ability to write design reviews, legal documents, zoning ordinance amendments, presentation documents, technical reports, recommendations, letters, and general correspondence.   |
| Managerial                             | Managerial responsibilities include include planning and overseeing staff activities and programs.  |
| Budget Responsibility                  | Assists with collecting and analyzing information and assembling budget documents.  |
| Supervisory / Organizational Control   | Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed..  |
| Complexity                             | Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.  |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations, and various state and federal agencies. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives. |

CSC Adopted: May 2006 , CSC Revised: \_\_\_\_\_

**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary   | Light X   | Medium  | Heavy  | Very Heavy  |
|---|---|---|--|---|
| S = Sedentary<br>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light<br>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium<br>Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy<br>Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy<br>Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

**PHYSICAL DEMANDS:**

|  |  |  |  |                            |
|--|--|--|--|----------------------------|
| C = Continuously<br>2/3 or more of the time. | F = Frequently<br>From 1/3 to 2/3 of the time. | O = Occasionally<br>Up to 1/3 of the time. | R = Rarely<br>Less than 1 hour per week. | N = Never<br>Never occurs. |
|--|--|--|--|----------------------------|

*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION  |
|------------------|----------------|--|
| Standing         | F              | Presentations  |
| Sitting          | F              | Computer, desk work, meetings  |
| Walking          | F              | Field observations, to/from meetings                                 |
| Lifting          | R              | Supplies, plans, materials, files                                    |
| Carrying         | R              | Supplies, plans, materials, files                                    |
| Pushing/Pulling  | R              | Chairs, desk drawers   |
| Reaching         | R              | Supplies, plans, materials, files                                    |
| Handling         | F              | Supplies, plans, materials, files                                    |
| Fine Dexterity   | F              | Computer keyboard, telephone keypad, drawing plans, writing          |
| Kneeling         | R              | Retrieving files   |
| Crouching        | N              |  |
| Crawling         | N              |  |
| Bending          | O              | Retrieving files, maps   |
| Twisting         | O              | To/from desk, computer   |
| Climbing         | R              | Stairs   |
| Balancing        | R              | On stairs  |
| Vision           | C              | Computer, desk work, reading, field observations                     |
| Hearing          | C              | Communicating with personnel and general public, meetings, telephone |
| Talking          | F              | Communicating with personnel and general public, meetings, telephone |
| Foot Controls    | O              | Driving  |
| Other (specify)  |                |  |

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Calculator, T-square, scale, tape measure, camera, microfiche, computer, laser or injet printer, Standard Microsoft Windows and Office software, Laserfiche, Visio, telephone, copy machine, fax machine, Photo Recall, Microsoft Publisher, Internet, slide projectors, vehicle, ARC View, City databases

**ENVIRONMENTAL FACTORS:**

|           |                               |                                |                |           |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several<br>Times Per Week | M = Several<br>Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY        |   | ENVIRONMENTAL FACTORS     |   | PRIMARY WORK LOCATION |    |
|--------------------------|---|---------------------------|---|-----------------------|----|
| Mechanical Hazards       | N | Dirt and Dust             | M | Office Environment    | X  |
| Chemical Hazards         | N | Extreme Temperatures      | S | Warehouse             | -- |
| Electrical Hazards       | N | Noise and Vibration       | S | Shop                  | -- |
| Fire Hazards             | N | Fumes and Odors           | N | Vehicle               | -- |
| Explosives               | N | Wetness/Humidity          | N | Outdoors              | -- |
| Communicable Diseases    | N | Darkness or Poor Lighting | N | Other (see 2 below)   | -- |
| Physical Danger or Abuse | N |                           |   |                       |    |
| Other (see 1 below)      |   |                           |   |                       |    |

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

|  |  |  |  |                            |
|--|--|--|--|----------------------------|
| C = Continuously<br>2/3 or more of the time. | F = Frequently<br>From 1/3 to 2/3 of the time. | O = Occasionally<br>Up to 1/3 of the time. | R = Rarely<br>Less than 1 hour per week. | N = Never<br>Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS                          |   |
|---|---|
| Time Pressures                                | F |
| Emergency Situations                          | R |
| Frequent Change of Tasks                      | F |
| Irregular Work Schedule/Overtime              | F |
| Performing Multiple Tasks Simultaneously      | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work                      | F |
| Noisy/Distracting Environment                 | O |
| Other (see 3 below)                           |   |

- (3)