



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.*

DEFINITION

Under general direction, assists with planning, organizing, directing, and scheduling the activities of the planning division; supervises one or more designated areas of the City's planning functions, activities, and staff; manages the most complex planning programs and projects; provides a high-level of technical support for the planning commission and associated committees; consistent and regular review of the General Plan, zoning, and the California Environmental Quality Act (CEQA) to ensure compliance with Federal, State, and local complex planning laws, ordinances and regulations; and performs related duties as assigned.

IDENTIFYING CHARACTERISTICS

This is the full-supervisory classification in the Planner series. Employees within this classification perform the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and may supervise other lower-level classifications as assigned. The Principal Planner class is distinguished from the Senior Planner class by the greater complexity and sensitivity of assignments received, responsibility to lead and manage the most complex projects independently.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all 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. Assists the Development Services Director in the planning, organizing, and administration of the planning division.
2. Analyzes and keeps track of Development Services Department budget; prepares draft department budget; works closely with Finance Department to prepare annual Recognized Obligation and Payment Schedule.
3. Prepares Request for Proposals (RFPs) for sale or lease of property/properties.
4. Supervises staff performing development entitlement functions, including assigning projects, providing direction and guidance regarding performance of duties, and reviewing work product including staff reports, resolutions, ordinances, environmental review documents, and similar materials.
5. Provides oral and written comments on development applications, including recommendations to staff leadership, Planning Commission and City Council; prepares and presents staff reports for Planning Commission and City Council consideration; meets with City Council in close session on sensitive property matters.
6. Prepares California Environmental Quality Act (CEQA) and National Environmental Policy Act

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(NEPA) documents, staff reports, resolutions, and ordinances.

7. Researches planning information and concepts, land use and legal issues relating to current and long-range planning matters and policy issues.
8. Provides advice and information to the public and developers regarding planning, zoning, transportation planning, housing codes, regulations, and requirements.
9. Clarifies and ensures conformance to local codes, regulations, and requirements, clarify, and ensure conformance to City codes and regulations with developers and property owners and resolves differences that may exist between them and local codes.
10. Prepares and presents presentations to the Planning Commission and City Council.
11. Provides recommendations and advice to applicants, developers, design professionals, and landowners on how to achieve compliance with land use, design, environmental, and zoning regulations impacting a project; conducts site inspections in response to receiving development applications and code enforcement matters.
12. Accurately interprets and explains the intent and purpose of city guidelines, policies, and regulations to applicants and the public.
13. Independently manages complex planning projects, including General Plan amendments, Specific Plans, master plans, and major subdivisions.
14. Manages consultant contracts for preparation of special studies and Environmental Impact Reports.
15. Coordinates and leads regularly scheduled interdepartmental project review meetings.
16. Serves as alternate to the Development Services Director as lead staff/secretary for the Planning Commission.
17. As assigned, serves as Acting Development Services Director; represents the City by attending critical local and regional meetings including planning director's and countywide economic task force meetings.
18. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Theory, principles, and practices of municipal planning, zoning, and urban design.

Regional, state, and federal laws and regulations applicable to planning and environmental review, including the Subdivision Map Act, CEQA, and NEPA.

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Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to municipal planning, zoning, housing, transportation, environmental review, and compliance, and/or code enforcement, including but not limited to California Planning and Zoning Laws, Subdivision Map Act, and California Environmental Quality Act. 2.

Preparation and oversight of environmental documents in compliance with the California Environmental Quality Act (CEQA).

Modern principles, practices, and techniques of governmental current and advanced planning, municipality and regional planning and development functions.

Current trends in urban and municipal planning.

Principles of urban design, architecture, landscape architecture, and economic and statistical analysis as they apply to municipal planning.

Principles of employee training, coaching, and supervision.

Computer software applications related to job tasks such as word processing, spreadsheets, public presentation, and GIS.

Ability to:

Plan, direct, and coordinate the work of other employees.

Accurately interpret complex architectural plans and specifications, engineering plans and specifications, legal descriptions, General Plan policies, design guidelines, zoning regulations, and department policies.

Complete complex land use and planning analysis, and prepare comprehensive, long-range municipal planning documents, plans, and codes.

Work cooperatively and effectively with the public, applicants, and staff from other departments and agencies on controversial matters.

Prepare and present clear and comprehensive reports using Microsoft Office products.

Prepare and provide effective presentations.

Prepare and manage consultant contracts.

Remain current on applicable federal, state, and local laws, regulatory codes, ordinances, and other relevant legal issues.

Conduct lead staff functions for public bodies such as a Planning Commission or public advisory committee.

Attend to details while keeping big-picture goals in mind.

Education and Experience Guidelines

Any combination of education and work 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

A Bachelor's degree from an accredited college or university with major work in planning, landscape architecture, public administration or a related field is required.

A Master's Degree in planning or related field is desired.

Experience

Six years of increasingly responsible professional planning experience is required.

One year of lead or supervisory experience involving planning activities is desirable.

License or Certificate

Possession of a valid California Driver License.

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: Work is performed primarily in a standard office environment with some travel to different sites; occasionally works in outside weather conditions; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

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