



AUGUST 2019
FLSA: EXEMPT
Bargaining Unit: MA
JCN: 4204

PRINCIPAL PLANNER

PLANNING MANAGER

DEFINITION & DISTINGUISHING CHARACTERISTICS

Definition:

Under general direction, plans, organizes, oversees, coordinates, and supervises reviews the work of a major organizational unit of the County Planning Division; supervises, including long- and trains short-term project planning, program planning and compliance, and other programs; serves as project manager for complex development applications and special projects; performs professional support staff.

Distinguishing Characteristics: office and field work involved in planning, zoning,

This supervisory class is responsible for activities and staff in a specialized section within the Planning Division of the Community Development Department. The incumbent exercises considerable independent judgment, provides technical advice, and ensures consistency of interpretation and application of policies and procedures, laws and ordinances. This class is distinguished from the Planning Director in that the latter has overall land use matters; coordinates assigned activities with other County departments and outside agencies; provides highly complex and responsible staff support to department and County management responsibility for all planning and environmental review activities in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management staff. Exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is the management level classification in the professional Planner class series that manages a major unit in the Department of Planning & Building or the Department of Transportation. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of an assigned functional area, including short- and long-term planning and development. Successful performance of the work requires an extensive professional background as well as skill in coordinating work with other County departments and a variety of public agencies.

EXAMPLES OF ESSENTIAL TYPICAL JOB FUNCTIONS (Illustrative Only)

Assists

- Plans, manages, and oversees the daily functions, operations, and activities of a major unit, including current and long range planning, transportation planning, permit center, and storm water programs.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned unit; recommends, within departmental goals, objectives, policies, policy, appropriate service and staffing levels; recommends and administers policies and procedures.

4

- Develops and standardizes procedures and ~~work standards~~ methods to improve the efficiency and effectiveness of services, projects, and activities; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations on the same.
 - ~~Assigns, supervises, reviews and evaluates~~ Participates in the ~~work~~ development, administration, and oversight of assigned ~~staff~~ budgets.
 - Participates in selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline and termination procedures as needed.
 - Recommends and administers policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
 - Oversees the development of consultant requests for proposal for professional services and the advertising and bid processes; evaluates proposals and makes recommendations on project awards; monitors and ensures contractor compliance with County standards and specifications as well as time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
 - Serves as project manager for the most complex current and/or long-range planning projects, Environmental Impact Reports, General Plan Updates, and special planning studies, including in-depth application and plan review.
 - Provides technical assistance and advice to other departments, County staff, and the public in areas of responsibility.
 - Coordinates environmental review and special studies; compiles and analyzes complex and controversial development proposals.
 - Coordinates and performs research, administrative, and technical activities necessary to achieve planning project objectives.
- ~~Assists in the preparation of the division budget; administers and monitors professional service consulting contracts.~~
- Confers with contractors, property owners, real estate and development ~~officials~~officials, and the public.
- ~~Develops administrative procedure and policies to ensure compliance with County ordinances, codes and official policies.~~
- Prepares or directs the preparation of general, area, and specific plans to guide development and provide a balance between economic growth and resource management objectives.
 - May serve as ~~Parcel Map Hearing Officer of~~ Zoning Administrator as assigned.
 - Presents planning issues and recommendations to the Planning Commission and Board of Supervisors.
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- Performs related ~~work~~duties as assigned.

MINIMUM QUALIFICATIONS

~~Education and Experience~~

~~Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.~~

Education:—

~~Equivalent to graduation from a four-year college or university with major coursework in city, regional or urban planning or a closely related field;~~

~~-and-~~

4

Experience:-

~~Three (3) years of~~ journey level urban or regional professional planning experience, including one (1) year in a lead or supervisory capacity. A Master's degree in city, regional or urban planning is desirable.

Other Requirements:

~~Must possess~~ and maintain a valid driver's license. Must be willing to attend meetings outside of normal working hours.

Knowledge of:

Administrative principles

- ~~Principles and practices, including budgeting, goals and objectives development, work planning and of employee supervision., including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.~~
- ~~Principles and practices of leadership.~~
- Federal, state, and local laws applicable to planning, zoning, land division, and environmental review, such as ~~CEQA~~the California Environmental Quality Act and the Subdivision Map Act.
- ~~Application of land use, physical design, demographic, environmental, and social/economic concepts as applied to urban and regional planning.~~
- Statistical analysis and mathematical concepts related to the planning process.
- Local government organization, functions, and practices.

~~Computer applications related to the work.~~

Skill in:

- ~~Planning, assigning, directing and reviewing the work of professional~~Geographic, socioeconomic, transportation, financial, political, environmental, and other elements related to public planning projects.
- ~~Comprehensive plans and support staff.~~
- ~~Training others in work procedures~~current planning processes and ~~providing professional the development.— process.~~
- ~~Coordinating assigned~~Philosophy, trends, principles, and techniques of planning programs ~~with those of other departments.~~
- Principles and methods of urban and regional planning, zoning, and land development.
- Technical reporting requirements associated with planning programs.
- Biological and environmental issues associated with urban and regional planning and land use development.
- Techniques for effectively representing the County and department in contacts with governmental agencies—, governing bodies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.
- ~~Preparing clear and concise reports, correspondence and other written materials.~~
- Project management and contract administration principles and techniques.
- Principles of advanced mathematics and their application to planning work.
- Geographic Information Systems technology.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

4

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Coordinate ~~a variety of technical~~ assigned programs and services with other County departments as well as outside agencies.
- Develop, implement, and administer large and complex budget and control expenditures.
- Interpret and explain complex planning and zoning projects and programs to the public.
- Assimilate both technical and theoretical concepts from many diverse disciplines and apply the knowledge in creative and intuitive ways to solve unique problems.
- Evaluate the suitability of projects to specific sites and surrounding areas.
- Interpret land use maps, legal descriptions, construction and grading plans, and other technical and office data accurately.
- Effectively organize and manage large or specialized planning projects.
- Provide effective staff leadership and work direction.
- Analyze complex problems, evaluate alternatives, and make sound recommendations in support of goals.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.

Prepare and ~~monitor a section budget.~~

- ~~Recommend administrative planning~~ present clear, concise, and logical written and oral reports, correspondence, policies, procedures and programs based upon overall County priorities and policies., and other written material.

~~Exercise sound judgment in dealing with sensitive community planning issues and concerns.~~

- Perform required mathematical computations with accuracy.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish ~~and~~, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

4

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in planning or a variety of citizens, community groups, boards and commissions, staff and governmental organizations, closely related field;

AND

Three (3) years of experience at a level equivalent to the County's class of Sr. Planner.

Licenses and Certifications:

➤ Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect development sites, including traversing uneven terrain, climbing stairs, and other temporary or construction access points; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification with frequent field work, such as inspecting development sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS/~~PHYSICAL DEMANDS~~

~~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 primarily performed indoors

Employees work in an office setting with occasional work outdoors in all weather conditions; frequent repetitive/fatiguing duties, occasional long or irregular hours, infrequent work above environment with moderate noise levels, controlled temperature conditions, and below ground level; no direct exposure to fumes, dust, airborne hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances, and microwave radiation.

Physical:

4

~~Primary functions require sufficient physical ability to work in an indoor setting; vision in fumes. Employees may interact with members of the normal visual range public or with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting, use of both legs, use of all fingers on both hands, wrist and arm motion staff under emotionally stressful conditions while interpreting and fine coordination; lifting, carrying, pushing enforcing departmental policies and pulling objects weighing up to 15 lbs. **Occasional** walking, grasping and holding. **Infrequent** climbing, reaching and bending; lifting, carrying, pushing and pulling up to 40 lbs. procedures.~~

HISTORY

JCN: 4204

Created: JUN 1990

Revised: JUL 2013—HRD