

## **CITY OF BRISBANE**

### **PRINCIPAL PLANNER**

#### **Definition**

Under general supervision of the Community Development Director, performs complex professional and technical duties, including the preparation of studies, plans and reports and the review and processing of large multi-year and inter-jurisdictional development projects. The Principal Planner assists the Community Development Director in organizing and directing the planning, building and community development activities of the City assigned to the department and acts on behalf of the Community Development Director in his/her absence; and performs related work as required.

#### **Class Characteristics**

The Principal Planner is the experienced level in this professional series, with responsibilities spanning the entire spectrum of the planning and community development function. This single-position class is at the management level and is responsible for performing difficult professional and technical work and assisting the Community Development Director in the full spectrum of work of the department and in managing department professional and clerical staff. This class is distinguished from the Community Development Director in that the latter has overall responsibility for all planning, building and code enforcement functions and has responsibility for developing, implementing and interpreting public policy. This class is distinguished from the Senior Planner in that this class is responsible for more complex projects involving multiple jurisdictions and acts on behalf of the Community Development Director in his/her absence.

#### **Examples of Duties** (Illustrative Only)

- Perform difficult and complex professional and technical planning analysis.
- Administer ordinances and regulations as they apply to planning applications.
- Coordinate planning activities and projects with other City departments and other jurisdictions.
- Coordinate significant studies including redevelopment area plans, specific plans and General Plan elements.
- Prepare new and amended elements of the General Plan, Specific Plans and Zoning Ordinance Amendments.
- Make presentations to the Planning Commission and the City Council.
- Administer planning and environmental consulting contracts and provide oversight on studies requested by the City Council or Planning Commission.
- Represent the City at County, State and Regional planning meetings and technical planning groups.
- Confer with and advise architects, homeowners, engineers, developers, etc. on planning matters.
- Perform site review, design evaluation, C.E.Q.A. analysis, and the preparation of reports on land use issues, updates on the General Plan and Zoning and Subdivision ordinances.

- Review and process development applications and monitor for timely completion and conformance with conditions.
- Plan check and inspect major developments for compliance with City Council and Planning Commission requirements.
- Coordinate with the City Attorney and other departments on major code violations and revocation hearings.
- Supervise, train and evaluate professional and clerical staff.
- Assist in the preparation, maintenance and implementation of the department's budget and objectives.

### **Qualifications**

#### **Knowledge of:**

- Theory, principles, practices and purpose of City planning.
- Purpose and use of General Plan elements.
- Purpose and use of Zoning Ordinances.
- Laws, regulations, ordinances and codes related to municipal planning.
- California Environmental Quality Act (CEQA) guidelines.
- Statistical analysis and research methods as applied to land use, Zoning and General Plan studies.
- Principles of land development.
- Principles of supervision and management, training and performance evaluation.
- Technical report writing
- Budgetary preparation methods.

#### **Skill in:**

- Collecting, analyzing and interpreting technical, statistical and related information pertaining to planning and zoning.
- Understanding quality site planning and architectural design.
- Interpreting architectural and engineering plans and reports.
- Presenting, explaining and interpreting complex information in understandable terms for non-technical members of the public and elected officials.
- Analyzing difficult problems, developing a course of action and following through on implementation.
- Reading parcel, subdivision and tax assessor's maps and property descriptions.
- Explaining and enforcing city policies and procedures, applicable laws, ordinances and regulations.
- Preparing and presenting clear and concise written and oral technical reports, including staff reports for the City Council and Planning Commission.
- Developing program objectives, budgetary requirements and implementing action plans.
- Guiding and evaluating the work of others and providing clear direction, accountability and feedback.
- Communicating clearly, concisely and effectively both orally and in writing.

- Establishing and maintaining cooperative relationships with those contacted during the course of work.

**Education and Experience:**

Education: Equivalent to graduation from an accredited four-year college or university with a Bachelor's Degree in community or urban development, planning, architecture, engineering or a field related to the work. A Master's Degree in planning, urban development or public or business administration is highly desirable.

Experience: Five years of increasingly responsible municipal planning experience, including management or supervisory responsibility. A Master's Degree may be substituted for one year of the required experience.

**Certification:** Certification from the American Institute of Certified Planners (AICP) is desirable.

**License:** Must possess a valid California class C driver's license and a satisfactory driving record. License must be maintained as a condition of employment.

**Physical Demands:** Must possess mobility to work in a standard office setting, to inspect City development sites, to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; lift boxes, files and materials of up to 35 pounds; sit at a desk or stand at a counter for long periods of time; work extended hours or off-shift work for meeting attendance or participation in specific projects or programs.

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Former Titles:

Abolished: