

## **CITY OF EMERYVILLE/MESA**

**CREATED:** April 2022  
**TITLE:** PRINCIPAL PLANNER  
**FLSA STATUS:** Exempt  
**Job Code:** 1504

### **DEFINITION**

Under general direction, supervises and mentors professional, technical and temporary staff and performs complex or difficult planning work in the development, administration, and enforcement of the City's current and long-range plans and related laws, regulations, and guidelines, including the Planning Regulations, General Plan, California Environmental Quality Act, and Subdivision Map Act; performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the supervisory level in the professional Planner series. Incumbents provide supervision for planning activities and perform highly specialized and difficult planning functions. Selection and evaluation of employees is assigned at this level. The Principal Planner may assign work to professional, technical and temporary staff and/or coordination of project staff teams. The work includes both current and advanced planning projects, and requires advanced technical knowledge and independent judgment. This class is distinguished from Senior Planner in that the Principal Planner is the supervisory level of the professional Planner series, exercising the highest degree of independent judgment on diverse and specialized assignments with a greater degree of accountability and on-going decision-making.

### **EXAMPLES OF DUTIES**

1. Supervises and mentors professional and technical staff, including preparation of periodic performance evaluations.
2. Assigns and monitors work of professional, technical, and temporary personnel and project teams.
3. Serves as a subject matter expert in various aspects of current and long-range planning.
4. Directs the utilization of computers and software programs for various technical projects and studies, and determines hardware and software needs.
5. Designs research programs, coordinating and performing research efforts, administrative activities, and technical tasks necessary for achieving project objectives, and recommends public policy.
6. Designs systems for generating data; compiles and analyzes information such as population and economic growth estimates, demographic, housing, and land use data.
7. Develops plans and recommends changes in policies and procedures.
8. Prepares and monitors the preparation of environmental impact studies; works with consultants in the preparation of initial studies, negative declarations, mitigated negative declarations, and environmental impact reports.
9. Prepares requests for proposals, coordinates consultant selection, develops and reviews scopes of services, and monitors and coordinates consultant activities.
10. Prepares a variety of written communications, including analytical reports, correspondence, tabulations and summaries, and revisions to local ordinances, policies and procedures.

11. Reviews, investigates and processes applications submitted for planning permits including conditional use permits, design review, variances, planned unit developments, rezonings and subdivisions.
12. Conducts field investigations of current planning applications and long-range planning issues.
13. Meets with and provides assistance to developers, property owners, community organizations and others regarding planning concepts and the planning process, regulations, policies and standards; resolves conflict as needed.
14. Performs analysis pertaining to the elements of the General Plan, area plans, implementation plans, capital improvement plans, programs and related municipal ordinances and policies.
15. Meets with and makes oral presentations before the Planning Commission, City Council, committees, community groups and boards of other governmental agencies; and prepares staff reports with recommendations, findings and conditions of approval.
16. Prepares summaries and statistical and technical reports; directs the preparation and design of maps, charts, models, sketches and other graphic presentations
17. Serves as Secretary to the Planning Commission in the absence of the Community Development Director.
18. Performs other highly specialized and difficult planning functions as assigned.

### **QUALIFICATIONS**

Knowledge of the principles, standards, practices, and trends in the field of urban planning; land use, physical design, demographic, environmental, social/economic and real estate concepts as applied to municipal planning; mathematical concepts, including statistical analysis and techniques related to the planning process; application, modification, and interrelationships between ordinances, policies, standards, procedures, and practices associated with the planning function; applicable federal, state and local laws and regulations; methods, and techniques used in planning and map drafting; local government organization, and the functions and practices of a municipal planning unit; methods and practices of community organization and citizen participation; legislative processes and policy formulation; and principles and techniques of project leadership and training.

Skill in supervising the work of others; training and mentoring others in planning principles; managing a large, diverse and complex workload; conducting complex planning studies and activities; performing and coordinating activities, such as the collection, analysis, and preparation of reports and recommendations pertaining to the planning process; interpreting laws, policies, procedures, regulations, maps, specifications, site and building plans, graphs and statistical data; directing the preparation of visual displays, such as maps, graphs, and illustrations; making clear and persuasive oral presentations of ideas and recommendations; establishing and maintaining cooperative and effective relationships with those contacted in the course of the work; exercising a high degree of independent judgment within established guidelines; preparing clear, concise and complete technical documents, reports and correspondence; and providing technical assistance and staff leadership to various boards and commissions.

**EXPERIENCE AND EDUCATION:**

Any combination of education and experience that will likely produce the knowledge, skills and abilities required for the positions is qualifying. A typical way of qualifying is:

**Education:**

Equivalent to Master's degree from an accredited college or university with major work in city or regional planning, architecture, urban design, or a closely related field, and

**Experience:**

Four (4) years professional planning experience, including two (2) years' experience at a level equivalent to that of a Senior Planner. Progressively responsible related professional experience may be substituted for the Master's degree on a year-for-year basis, with a maximum of two years substitution.

**Licenses/Certificates:**

Possession of a valid California Driver's license with a satisfactory driving record OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties. Certification by the American Institute of Certified Planners (AICP) is highly desirable but not required.

**Special Requirements:**

Must be able to attend evening meetings and make site visits as required. Eyesight sufficient to read data, memos, plans, working drawings, computer screens, vouchers; manual dexterity to operate a personal computer and other office equipment; ability to sit for extended periods; ability to lift and carry objects weighing up to 20 pounds, stand, walk, bend, reach above and below shoulders, and work occasional long hours, including evening and weekend hours.