



PRINCIPAL PLANNER

Salary Range 18 (Management Salary Schedule)

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and supervises the work of staff performing professional and technical planning work in support of programs, projects, and activities of the Planning Division, including current planning, advance/long range project planning, program planning and compliance, and other programs; serves as project manager for complex development applications and special projects; performs advanced professional office and field work involved in planning, zoning, and land use matters; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is the management level classification in the professional Planner class series that provides supervision for the assigned staff of the planning division. 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 long range planning and development. Incumbents work under general direction and exercise a high level of discretion, initiative, and independent judgment in performing the full range of routine to complex job duties as described herein.

The Principal Planner is an “at-will” position that serves at the pleasure of the City Manager.

This class is distinguished from the Planning Services Manager in that the latter is to provide division level oversight of the Planning division.

This class is further distinguished from the Senior Planner lead classification in that the former has greater responsibility, autonomy, and discretion in planning and performing or overseeing the most difficult and complex projects and department operations

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Directs and oversees current planning projects and advance/long-range planning projects related to transportation planning, land development regulations, new City ordinances, and legislative initiatives.

- Participates in selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline and termination procedures as needed.
- 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.
- Assists with managing and participating in the development and implementation of goals, objectives, policies, and priorities for assigned unit; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Identifies opportunities for, and develops and standardizes procedures and 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.
- Responsible for the development, maintenance, revisions and implementation of city zoning, subdivision, land use, General Plan elements, and related planning ordinances and policies, including to accommodate changes resulting from state legislation or new policies of the city.
- Keeps abreast of new legislation affecting planning matters, making the information known to planning staff, the Director and the public.
- Provides technical assistance and advice to other departments, City staff, agencies, and the public in areas of responsibility.
- Coordinates environmental review and special studies; compiles and analyzes complex and controversial development proposals.
- Serves as Zoning Administrator and/or administrative permit authority.
- Confers with and serves as a source of information to contractors, developers, property owners, real estate and development officials, and the public.
- Represents the division to the public, stakeholders, other departments and to other agencies in a professional, positive and productive manner.
- Participates in outside community and professional groups and committees, and provides technical assistance as necessary.
- Compile, analyze, and present data in the form of written, graphic, or oral reports for the use of the director, Planning Commission, City Council, or special committees on a range of difficult and complex planning matters.
- 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.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices 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 and regulations including the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), State Subdivision Map Act, and State of California Planning, zoning, and development laws.
- Statistical analysis and mathematical concepts related to the planning process.
- Geographic, socioeconomic, transportation, financial, political, environmental, and other elements related to public planning projects.
- Comprehensive plans and current planning processes and the development process.
- Philosophy, trends, principles, and techniques of planning programs.
- Principles and methods of urban and regional planning, zoning, and land development.
- Technical reporting requirements associated with planning programs.
- Techniques for effectively representing the city 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.
- Project management and contract administration principles and techniques.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly and to provide a high level of customer service.
- 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 assigned programs and services with other city 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, City Council, and other boards and commissions or special committees.
- Read and interpret maps, planning applications and design drawings.
- 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 city in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written material.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- 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.

Education and Experience

Possession of a bachelor's degree from an accredited four-year college or university with major coursework in urban design, planning, public or business administration, or a closely related field; and three (3) years of experience at a level equivalent to the City's class of Senior Planner.

One (1) year of related supervisory experience is preferred.

Licenses and Certifications

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Possession of an American Institute of Certified Planners (AICP) designation is desirable.

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 City 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

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees may be required to work evenings, weekends, and holidays.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.

Adopted	August 2023
Revised	
FLSA	Exempt
Salary Schedule	Management Salary Schedule/Range 18