

**PLANNER, PRINCIPAL**DEFINITION

To perform complex professional work in the fields of current and advanced planning, transportation planning, environmental review, resource development, contract management, economic development, grant preparation and management; to supervise and train assigned professional and technical staff.

DISTINGUISHING CHARACTERISTICS

This is a management-level classification in the planning class series. Principal Planner is distinguished from the class of Senior Planner by the responsibility for supervision of lower-level staff as well as the performance of the most complex planning projects. Incumbents supervise zoning and subdivision administrative activities and may be assigned to provide staff support to LAFCO.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director or Deputy Director(s) of the Planning and Community Development Services Agency; exercises functional and technical supervision over clerical, technical and professional staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Determines work priorities and effectively coordinates and schedules resources and staff to perform activities and projects within time limits, ensuring compliance with all applicable laws, regulations, policies, procedures, established goals, and standards of quality.

Supervises, trains and evaluates the performance of assigned professional and technical staff; plans and implements staff development activities.

Prepares for and participates in regular public hearings of the Planning Commission, Technical Advisory Committee and other commissions and committees as assigned.

Consults with agencies and individuals with special interests in projects; receives and responds to inquiries from title companies, builders, attorneys, landowners, surveyors, engineers, bankers, realtors, and others regarding land use regulations.

Coordinates department activities with those of other departments and outside agencies and organizations.

Directs the preparation of, or prepares staff reports on issues and environmental assessments.

Develops, maintains, revises and implements zoning, subdivision and General Plan elements and ordinances.

Prepares the General Plan and various compliance plans as assigned.  
Keeps abreast of legislation and regulations affecting planning matters.

May be assigned staff responsibility for the administration of LAFCO, including the preparation of staff reports and related environmental work.

Assists with the preparation and administration of the division budget.

Prepares grant applications; manages grant programs.

Manages the implementation of Geographic Information System for county-wide use.

Signs/approves documents to be recorded.

Performs duties of Deputy Director in his/her absence as required.

Assists with 911 addressing system maintenance as needed.

Performs general office/administrative work as required, including attending and conducting meetings, preparing reports and correspondence, entering computer data, etc.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and County laws, codes and regulations.

Principles and practices of urban and regional planning, resource development, economic development.

Principles and practices of supervision and management.

Current literature, information sources and research techniques in the field of planning.

Principles and techniques of drafting.

Principles and practices of record-keeping.

Business letter writing and report preparation; English usage, spelling, grammar and punctuation.

Modern office procedures and technology, including computers.

Basic mathematical principles.

Ability to:

Understand and apply pertinent laws, policies, rules and regulations.

Interpret complex planning and zoning projects and programs to the public.

Performs high-level, complex professional planning work with a minimum of supervision.

Research, analyze and compile technical and statistical information and prepare or supervise the preparation of complex reports and planning documents.

Determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits.

Supervise and train staff.

Use computers for word and data processing.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Make required calculations accurately as required.

#### EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

##### Experience:

Five years of experience equivalent to that of a Senior Planner in Glenn County.

##### Training:

Bachelor's degree from an accredited college or university with major course work in planning, geography, environmental studies, architecture, public administration, economics or other relevant field. A Master's degree in planning or closely related field is preferred.

#### LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

#### PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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 although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter 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, up to 50 pounds, as necessary to perform job functions.

WORKING 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 staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.