

**CITY OF LATHROP**  
**PRINCIPAL PLANNER**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general direction, performs a variety of supervisory, administrative and technical work in the development, implementation and maintenance of current and long-range plans; implements departmental policies and procedures; coordinates activities with other divisions, City departments, outside agencies and organizations; organizes, supervises, reviews and participates in the work of professional, technical and office support staff; makes recommendations to the City Council and Planning commission on planning issues; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Principal Planner** is a management level class within the Community Development Department that exercises full responsibility for planning, organizing and directing the work activities of the Planning Division staff. This classification is distinguished from the next higher level classification of Director of Community Development in that the latter has overall management responsibility for the Department.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Director of Community Development. Exercises direct supervision over professional, technical and office support staff.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Accepts management responsibility for the activities, operations and services of the Planning Division; directs, coordinates, reviews and participates in the work of professional and technical employees in data collection, analysis, plan formulation, implementation and maintenance of a wide variety of planning and zoning, architectural review, and Community Development Block Grant activities; provides interpretation of the General Plan, zoning, and subdivision ordinances; coordinates activities with other divisions, City departments, outside agencies and organizations.
- Supervises and participates in the development, implementation and maintenance of division goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance and meeting division goals; ensures that goals are achieved.
- Assists in the selection, orientation, training and evaluation programs for assigned personnel; provides or coordinates staff training; provides positive motivation for employee performance; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of staff to ensure compliance with applicable federal, state and local laws, codes and regulations.

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- Participates in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials, services and supplies; administers and monitors the approved division budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Prepares a variety of General Plan and Specific Plan updates and modifications; assesses land use entitlements; negotiates and writes conditions of approval.
- Prepares Environmental Analysis Initial Studies and CEQA clearances for City departments.
- Provides technical and professional advice; prepares and coordinates reports and presentations on current planning issues for City Council, Planning Commission, community groups and regulatory agencies; ensures timely action on City Council and Planning Commission directives and initiatives.
- Monitors and keeps informed of current trends in the field of urban planning and community development, including legislation, court rulings, and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.
- Responds to the most complex and difficult inquiries and requests for information; provides information and resolves service issues and complaints; represents the Department with other City departments, other agencies, civic groups and the public.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and face-to-face service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Principal Planner**. A typical way of obtaining the required qualifications is to possess five years of increasingly responsible experience in city or county planning, including two years of project management and supervision, and a bachelor's degree in city or regional planning or a related field. A master's degree is highly desirable and may be substituted for one-year of professional planning experience.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern principles, practices and techniques of current and advanced planning; land use, physical design, demographic, environmental, economic and social concepts as applied to municipal planning; principles and practices of divisional organization, administration and operation; principles and practices of program and budget development, administration and evaluation; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Plan, organize, direct and evaluate the work of subordinate staff; perform and coordinate current, advanced, and project planning activities; supervise and participate in the establishment of division goals, objectives and methods for evaluating achievement and performance levels; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications including, graphic and presentation programs.