CITY OF BELMONT

PRINCIPAL PLANNER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under the direction of the Director of Planning and Community Development, manages projects, resources and staff and performs highly technical duties in the Planning division . This is the assistant to the Director classification and acts on behalf of the department head in his/her absence.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Planning and Community Development. Provides management of projects and resources in the planning division, guidance in the absence of the Director to the building division and general direction to support staff.

ESSENTIAL FUNCTION STATEMENTS - - *Essential responsibilities and duties may include, but are not limited to the following:*

1. Organize, supervise and participate in the planning division programs, including current and advance planning, revitalization, housing and redevelopment functions.
2. Responsible for site review, architectural approval, C.E.Q.A. review, preparation of reports on land use issues, updates on the General Plan and zoning ordinances.
3. Serves as staff to the Planning Commission, providing information and making presentations on projects.
4. Interprets ordinances and regulations as they apply to planning applications.
5. Assists in the preparation, maintenance and implementation of the division's budget and objectives.
6. Supervise, train and evaluate professional and technical staff in the division.
7. Represents the City at meetings of various public groups, local and regional planning committees.
8. Performs research, planning and technical analysis on complex planning and redevelopment projects.
9. Administers planning and environmental consulting contracts and and provides oversight on studies requested by the Planning Commission and City Council.
10. Coordinates work of developers, contractors and city agencies; prepares work programs and schedules for projects, monitoring timely completion.
11. Receives, reviews and processes development applications for variances, use permits, general plan amendments and re-zonings; prepares reports as required.

QUALIFICATIONS

Knowledge of:

Principles, practices and purposes of city planning.
Statistical analyses as applied to land use, transportation, zoning and general plan studies.
Laws, regulations, ordinances and codes related to municipal planning.
Principles of supervision and management, training and performance evaluation.
Technical report writing.
Budgetary preparation methods.

Ability to:

Analyze difficult problems, develop a course of action and follow through on implementation.
Demonstrate sound professional judgement, reason logically and use imaginative and creative thinking to develop sound solutions.
Communicate clearly, concisely and effectively both orally and in writing.
Develop and maintain good public relations with members of the public, elected officials, city commissions, boards and other committees.
Understand quality site planning and architectural design.
Interpret, explain and enforce planning program policies and procedures.
Develop program objectives, budgetary requirements and implement action plans.
Guide and evaluate the work of others providing clear direction, accountability and feedback.
Present, explain and interpret complex information in understandable terms for non-technical members of the public and elected officials.
Operate a personal computer and learn appropriate applications for storage and retrieval of information.

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:

Education:

Possession of a bachelor's degree in Planning, Urban Studies or a closely related field from an accredited college or university. A master's degree in Planning, Urban Studies or public or business administration is desirable; and

Experience:

Five years of increasingly responsible municipal planning experience including management or supervisory responsibility.

Certification:

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

ADA SPECIAL REQUIREMENTS:

Essential duties require the following abilities:

Ability to sit, stand, bend and work on computer for extended periods of time.