

CITY OF SOLANA BEACH
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 general direction from the Community Development Director, manages, coordinates and directs the City's major planning efforts, from current planning to long-range projects; assists the department Director in organizing, integrating and administering the department's operations and service delivery; supervises professional and technical departmental staff; participates in planning projects that range from routine to very difficult; oversees and manages the department in the absence of the Department Director, and performs related duties as required.

CLASS CHARACTERISTICS

This is the advanced journey level in the professional planning series. Positions assigned to this class can be distinguished from lower level planning classes by performance of the most complex and sensitive planning tasks requiring a high degree of knowledge related to all areas of current and advanced planning including serving as project manager on multiple complex and sensitive projects involving coordination with outside agencies and groups. Positions assigned to this class can be further distinguished by the performance of a full range of supervisory activities such as assigning work, monitoring project progress, and providing technical expertise and training to other professional and technical staff and assists with fiscal, administrative and human resource management responsibilities. This class manages the majority of the department's professional and technical staff.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

- Performs moderate to extremely difficult assignments involving current or advanced land use/urban planning projects; confers with applicants and agency representatives to identify problems; evaluates data and proposes methods to resolve conflicting issues of plan implementation, zoning requirements, and environmental impacts.
- Performs the full range of advanced journey level professional planning duties requiring a high level of technical expertise; manages multiple complex and sensitive planning projects and studies addressing land use and environmental issues involving coordination with other City departments and outside agencies and groups; ensures documented compliance with planning, land use, and environmental regulations imposed by state and federal agencies and the issuance of necessary permits for development projects within the City.
- Coordinates environmental review and permitting for City Capital Improvement Projects;

advises other departments of environmental and permitting requirements and recommends a course of action; prepares environmental documents; coordinates public notice requirements; coordinates with state and federal agencies to prepare appropriate environmental clearances and to secure regulatory permits; coordinates public informational workshops; documents compliance with the Mitigation Monitoring Program.

- Administers consultant contracts and other agreements related to assigned activities; develops and negotiates scope of work and prepares contracts; reviews and provides direction to consultants regarding draft policies, planning and environmental documents, technical studies, ordinances, and implementation measures.
- Manages special planning projects; conducts research and coordinates preparation of supporting materials from other departments and agencies; prepares reports, letters, ordinances, resolutions, and presentations and develops recommendations; reviews and prepares responses to referrals from other agencies or organizations regarding proposed policies or development applications affecting the City; monitors status of proposed projects and coordinates City input.
- Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for providing difficult and complex planning related services and activities in assigned program area.
- Establishes schedules and methods for providing assigned services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
- Participates in selecting, training, motivating, and evaluating assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; conducts performance evaluations; implements discipline and termination procedures.
- Manages and/or staffs assigned boards, commissions, and committees involved in the development, adoption, and implementation of City plans and planning regulations. Prepares and presents staff reports, formal presentations, and recommendations at community meetings, advisory boards, and public hearings; may manage an agenda development process including compiling and reviewing pertinent agenda items appearing before public hearings and various committee and commission meetings.
- Assists in the development and implementation of planning policies and procedures including those to streamline the planning process.
- Attends and participates in professional associations and group meetings; stays abreast of new trends and innovations in the field of urban planning.
- Evaluates current development projects by conducting detailed review of plans for environmental, architectural, zoning and general plan requirements; performs field surveys to identify problems and upon completions of projects to ensure conformance with applicable requirements; discusses recommendations with builders, developers, architects, and real estate professionals.
- Provides information and assistance to City staff, developers, planners, engineers, architects,

consultants, property owners, the general public, and external agencies on proposed development projects; conducts meetings to interpret, explain and communicate the City's planning, land use, environmental, historic, design, General Plan, Master Plan, Specific Plan, and zoning requirements, guidelines, standards, and regulations; provides recommendations on development proposals; negotiate changes; serves as liaison to facilitate and ensure planning projects and issues are completed or resolved in a timely manner.

- Provides information and assistance to the public at the counter and by phone from routine to very difficult and extremely complex planning-related matters regarding zoning, land use, municipals codes, subdivision regulations, the General Plan, demographic information, and current private and public projects; researches and reviews building and development projects for plan completeness and ordinance compliance; coordinates project review with other City departments or outside entities; coordinates activities with community groups and communicates City goals and objectives for proposed projects.
- Receives and reviews permit applications; assesses fees; establishes conditions for project approval by analyzing projects with respect to relevant laws, ordinances, regulations, and City policy; determines methods to reconcile project conflicts with zoning requirements and State environmental laws; performs final inspection for tenant improvements, landscape, new buildings and signs; maintains and updates land use information on maps and in files.
- Contributes to the review and revision of local ordinances; conducts research; prepares a variety of business, technical and statistical correspondence; prepares moderate to difficult planning reports including staff reports, negative declarations and special studies.
- Responds to inquiries, both orally and in writing; applies planning policies, state laws and local ordinances, or explains procedures.
- Prepares and presents professional staff reports of summarized data, conclusions, and recommendations to the City Council and other official groups as needed; serves as staff liaison to the View Assessment Committee; provides assistance to the City Council and other commissions and committees; conducts oral and visual presentations.
- Performs field investigations to ensure projects conform to zoning codes, design regulations and/or approved plans; performs design conformance plan checks; assists permit applicants to satisfy conditions of approval.
- Performs and/or coordinates the preparation of environmental impact analyses, including the preparation of requests for proposals; coordinates project review with other agencies; evaluates environmental impact reports and prepares recommendations.
- Instructs, assists and checks the work of less experienced planning staff; may provide work direction to others on a project basis.
- Assists in the coordination of Community Development projects with other departments and outside agencies.
- Acts as the Department Director in the absence of the Community Development Director, which may include long-term oversight of the department, participation in employee-related

matters with departmental staff; conducting performance reviews and attendance at City Council meetings as the Acting Department Director.

- Provides vacation and temporary relief as required.
- Performs related duties as required.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

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:

A Bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, environmental studies, architecture, or a related field. *A Master's degree is highly desirable.*

Experience:

Five years of increasingly responsible professional urban planning experience in local government including project management experience, presentation experience to election official, and two years supervisory experience.

Knowledge and Abilities

Knowledge of:

- Theories, principles, procedures, standards, practices, information sources and trends in the fields of current, advanced, and capital improvement planning; application, modification and interrelationships among codes, ordinances, policies, standards, practices and laws associated with the City planning function in a California coastal community;
- Urban planning principles and practices, laws, ordinances, rules, and regulations.
- Applicable federal, state and local laws and regulations, including state planning laws, the California Planning Law and the California Environmental Quality Act; land use, physical structure design, demographic, environmental, social/economic concepts and code enforcement as applied to municipal planning in a California coastal community.
- Statistical analysis techniques and research methodologies related to municipal planning; terminology, symbols, methods, and techniques used in planning and the preparation of planning exhibits, documents and recommendations.
- Community trends and market analysis techniques.

- Research techniques in field of urban planning.
- Pertinent federal, state and local laws, codes and regulations.
- Application of land use, physical design, environmental, and/or social concepts to the planning process.
- Terminology, symbols, methods and techniques used in planning and map drafting, math concepts.
- Modern office methods, practices, procedures and equipment, including computer hardware and software necessary for word processing, graphic presentation, mapping, and database management.
- Methods and techniques of effective technical report preparation and presentation.
- Safe driving principles and practices.
- Supervisory principles and practices, including budgeting, goal development, personnel management and work planning/ organization.

Ability to:

- Plan, organize, assign and evaluate the work of department professional, technical and administrative staff.
- Prepare clear, concise and complete technical planning documents, staff reports and correspondence from routine to extremely complex issues.
- Conduct planning analyses and make accurate recommendations.
- Interpret, explain and apply land use laws, codes, regulations and procedures.
- Perform and manage technical current and advance planning activities.
- Exercise sound independent judgment within City and department guidelines.
- Represent the City effectively in a wide variety of meetings and forums.
- Perform responsible and complex current and long-term planning assignments.
- Interpret and apply federal, state, and local laws, codes, regulations, policies, procedures, and standards pertaining to the planning process.
- Interpret maps, site and building plans and specifications; research, analyze and summarize planning data.
- Make presentations of ideas and recommendations to staff, the City Council and other official groups; prepare clear and visual displays; present ideas persuasively.

- Plan, organize and execute assignments with minimal supervision and direction and within established deadlines.
- Work effectively and tactfully with dissatisfied citizens; deal constructively with conflict and develop effective resolutions.
- Understand and carry out verbal and written instructions; express ideas clearly and concisely verbally and in writing; read, understand, and apply complex materials.
- Instruct others in work procedures and provide specific project direction.
- Establish and maintain professional and cooperative working relationships with those contacted in the course of work.
- Use a computer and utilize software applications such as, word processing, spreadsheets, database management, and graphics presentations as required by the duties of the assignment.

Special Requirements

- Possession of a valid Class “C” California driver’s license with a satisfactory driving record.
- American Institute of Certified Planners Certifications is *highly desirable*.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, decision making under stressful conditions, and executing assignments with minimal supervision/direction and within established deadlines.
- Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment. Incumbents may be required to perform light lifting and carrying, and sit, stand, walk for prolonged periods of time.
- Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- Hearing: Incumbents are required to hear in the normal audio range with or without correction.

- Environment: Normal office setting with some travel to attend meetings or conduct site investigations. Incumbents may be required to work at both indoor and outdoor environments; individuals may be exposed to noise, dust and inclement weather conditions.
- Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

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- Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment. Incumbents may be required to perform light lifting and carrying, file documents in various locations and heights, and sit, stand, walk, remain seated, and work at a video display terminal for prolonged periods of time.
- Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- Hearing: Incumbents are required to hear in the normal audio range with or without correction.
- Environment: Normal office setting with some travel to attend meetings. Incumbents may be required to work at both indoor and outdoor environments; individuals may be exposed to noise, dust and inclement weather conditions.
- Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment.

Date Adopted: