

City of San José

PRINCIPAL PLANNER (4126)CLASS PURPOSE

Under direction, performs work of considerable difficulty in planning and managing a major section or function of the Planning Department such as advanced planning, zoning, general planning, area planning, or urban design. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Supervises the work of professional and sub-professional personnel who are engaged in compiling data and preparing recommendations and reports directly related to municipal planning needs.
- Supervises and coordinates the investigation of unusually complex or difficult zoning matters and preparation of reports and recommendations regarding ordinance interpretation and modification.
- Analyzes and prepares recommendations regarding zoning of annexations to City boundaries and changes, variances, exceptions, and adjustments of zoning requirements in existing zoned areas.
- Makes presentations before the City Council, Planning Commission, neighborhood groups, or other agencies.
- Confers with the public to provide advice and consultation on problems associated with planning or zoning functions.
- Informs the department administrators about matters requiring their attention and keeps them up-to-date on the progress of planning projects and studies.
- Speaks before civic groups to provide information on significant planning projects and conducts negotiations with other agencies for the development and financing of joint projects.
- Prepares the preliminary budget for the division.
- Coordinates the work of professional and technical personnel in the preparation of maps, graphs, and reports and in the design and presentation of media in support of planning functions.
- Trains and supervises subordinate personnel.
- Supervises and coordinates the development, amendment, and interpretation of the City's comprehensive General Plan and Urban Development Policy.
- Supervises and coordinates the preparation of special studies assigned by the City Council and Administration leading to the development of land use policies.

Typical End Results Include

The management of an efficient and effective planning staff section; an improved and simplified development review process; achievement of established community goals by directing physical, economic, and social development; the effective administration of special projects, industrial development, annexation, neighborhood preservation, downtown redevelopment, air facility environmental impact, and the training and development of professional and technical staff in analysis

and planning of urban growth trends, development impact on costs and resources, land use policies, and supportive information systems.

DISTINGUISHING CHARACTERISTICS

An incumbent in this class performs professional planning work of considerable difficulty involving primary responsibility for a major planning section in the Planning Department, and for the supervision and training of subordinate professional employees. Incumbents normally are assigned basic responsibility for the planning, research, and analysis of complex planning problems, and the preparation of final planning reports. A Principal Planner is frequently assigned planning studies involving the most sensitive legal and public relations problems and requiring a broad knowledge of planning principles and practices. Work is generally performed with only infrequent supervisory advice and assistance, and is usually reviewed in the form of tentatively completed planning studies. This class differs from the next lower class of Senior Planner in that an incumbent of the latter class is a lead or supervisory worker over a specialized unit in planning and is supervised by a Principal Planner. This class differs from the classes of Zoning Administrator or Chief of Planning in that incumbents of the latter classes serve as division heads over a major division in the Planning Department.

QUALIFICATIONS

Minimum Knowledge, Skills, and Abilities

- Knowledge of the principles, practices, and purposes of City planning, and of the current trends in Federal, State, and local planning.
- Knowledge of the principles and techniques involved in the development and maintenance of a comprehensive General Plan.
- Knowledge of urban development policy, growth management program, and transportation planning.
- Knowledge of accepted practices under local and state laws and regulations relating to municipal planning and zoning.
- Knowledge of techniques and methods of community organization and urban participation.
- Ability to speak clearly, forcefully, and effectively before professional, governmental, civic, and business groups.
- Ability to plan, assign, coordinate, and supervise the work of professional and sub-professional subordinates.
- Ability to analyze and compile statistical, economic, and highly technical data relating to City planning matters.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to represent the City's interests and coordinate programs with local and regional agencies.

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Competency Knowledge, Skills, and Abilities

- Knowledge of zoning administration and subdivision regulations, practices, and procedures.
- Ability to formulate and manage difficult and complex urban planning programs, projects, and longitudinal plans.

Education

Completion of a Master's Degree from an accredited college or university in City Planning or a closely related field.

Experience

Two (2) years of increasingly responsible professional experience in city or regional planning, zoning, or zoning administration at the level equivalent to Senior Planner with the City of San Jose, supervising professional and sub-professional planning employees.

Acceptable Substitutions

- Sixty (60) semester units of relevant graduate course work can substitute for the required graduate degree.
- Alternatively, a Bachelor's Degree from an accredited college or university in Planning, Architecture or a closely related field and two years of experience equivalent to the level of Planner I with the City of San José

Licenses/Certificates

Possession of a valid driver's license authorizing operation of a motor vehicle in California.