

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.*

SUMMARY DESCRIPTION

Under administrative direction, performs complex professional level work in the fields of current and advanced planning, and economic development; processes complex plans, applications and proposals relating to the City's growth and development; plans, directs, organizes, and reviews the day-to-day operations and activities of a division within the department; and represents the division and department in the absence of the Community Development Director and the Planning Manager.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform complex and multi-dimensional professional planning work involving current and advanced planning, and economic development projects.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Serves as the liaison for the Planning Division with other divisions, departments, and outside agencies; meets with developers, engineers, architects, and other project proponents to explain City policies, design issues, and City standards relating to new project development; negotiates and resolves sensitive and controversial issues.
4. Serve as project manager for complex City-initiated development projects; perform technical review for major and complex projects and applications and make recommendations.
5. Assign and review planning work of subordinates and review work of consultants to assure overall quality of professional planning.
6. Evaluate, analyze, accept, review, organize, schedule and process complex site and architectural plans, permit applications, and site approvals; determine conformance with laws, regulations, and policies; recommend approval or identify problems and evaluate alternatives. Perform plan checks to ensure conformance with conditions of approval.
7. Develops, maintains, updates, implements and interprets the City's General Plan, Zoning Ordinance, State Subdivision Map Act, area plans, environmental impact reports, capital improvement plans, and related City codes, ordinances, and policies affecting and/or related to planning and land use issues.
8. Research and prepare complex reports on a wide range of planning issues, including staff reports, zoning verification letters, and CEQA documents; prepare environmental determinations.

**CITY OF ANTIOCH
PRINCIPAL PLANNER (CONTINUED)**

9. Maintain budget control on projects and division activities, including overseeing and participating in the development and administration of the division's annual budget.
10. May conduct site inspections to investigate a new or approved project for compliance with conditions of approval.
11. Prepare or supervise preparation of GIS maps, charts, diagrams and other documents for reports and public hearing notices.
12. Analyze statistical data, such as long-range transportation, population characteristics, growth trends and other data.
13. Monitor and keep 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. .
14. Coordinate the preparation of environmental impact reports; recommend determinations of the environmental impact of projects; review environmental documents of other agencies.
15. Supervise, train and evaluate staff as assigned.
16. Administer contracts with consultants involved in major projects or studies; prepare, distribute, and review RFPs.
17. Serve as the staff liaison to the Planning Commission. Attend and make presentations at City Council, Planning Commission, and community group meetings.
18. Renders professional advice and decisions regarding short and long- term program goals, personnel assignments, work priorities, and resource needs; ensures that objectives are accomplished within authorized budget allocations.
19. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Advanced principles and practices of urban planning, economic development, and zoning administration.
- Principles of lead supervision and training.
- Principles and practices of municipal budget preparation and administration.
- Environmental review procedures.
- Statistical and research methods applied to the collection and analysis of data pertinent to planning.
- Principles of mathematics and statistics.
- Principles and techniques of project management.
- Principles and techniques of research and analysis.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

- Perform varied and responsible assignments with considerable independence, initiative, and judgment to effectively supervise, coordinate and review the work of various Planning Levels.
- Assume responsibility for planning activities on multiple complex projects.
- Lead, organize, and review the work of staff.
- Prepare long-range planning studies.
- Engage in complex professional planning design work.
- Interpret, explain, and enforce department policies and procedures.
- Prepare reports, proposals and written materials of an analytical, budgetary, financial, technical and evaluative nature.
- Respond to requests and inquiries from the general public. Interpret planning and zoning programs to the general public.
- Explain City policies, practices and objectives to diverse public and private agencies, organizations, and individuals.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Collect, analyze and compile technical, statistical and related information pertaining to planning, zoning, environmental research and CDBG programs.
- Construct maps, charts and other visual aids using GIS; prepare written reports; follow written and oral instructions.
- Make sound analysis, evaluations and recommendations on matters relating to City planning or downtown development and economic development.
- Interpret and apply applicable federal, state, and local laws, codes, and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Meet critical deadlines while working with frequent interruptions.
- Plan and organize work to meet changing priorities and deadlines.
- Manage a wide variety of planning/economic development related projects.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, or a related field.

Experience:

Five years of increasingly responsible professional current and/or advance planning experience, including two years of experience comparable to that of a Senior Planner with the City of Antioch.

License or Certificate:

Possession of a valid California driver's license. For out-of-state candidates, we will accept an out-of-state driver's license at the time of application; however, a valid California driver's license must be obtained by the time of appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions 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 the essential job functions.

Environment: Work is performed primarily in a standard office setting with occasional exposure to an outdoor field setting and travel from site to site; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and outdoor field setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created: September 2023

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.