

**City of Grass Valley
JOB DESCRIPTION**



Principal Planner

Department: Community Development Department

FLSA Status: Exempt

Reports To: Community Development Director

Unit: 1, Full-time Position

SUMMARY OF JOB PURPOSE

Under general direction to perform, plan, and implement current and advanced planning activities and programs; perform a variety of difficult and complex professional planning work related to assigned area of responsibility, including but not limited to the implementation, management, and update of the General Plan, Development Code, and other policy documents; management of consultant contracts for Environmental Impact Reports and variety of grants.

SUPERVISION RECEIVED AND EXERCISED

This position receives general direction from the Community Development Director and exercises direct supervision over assigned subordinate professional, technical and/or clerical staff, including recruiting, hiring, evaluating, and disciplining assigned personnel. Incumbents participate in extremely complex and difficult land use projects, or politically sensitive situations.

ESSENTIAL FUNCTIONS (include but are not limited to listed tasks)

1. Plans, organizes and supervises the activities of professional and technician staff involved in the processing of land use permits, code enforcement, and building activities.
2. Reviews and approves employee schedules, overtime, vacation, sick leave and time cards.
3. Trains employees in work procedures, standards and safety practices, and reviews work in progress or upon completion for compliance with standards.
4. Interviews and recommends selection of job applicants, establishes performance standards, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends disciplinary action.
5. Interprets and applies provisions of law, rules, regulations and policies related to land use planning matters, including environmental laws and code enforcement.
6. Develops policies, procedures and ordinances to ensure compliance with applicable laws and regulations (e.g. CEQA Procedures; Subdivision Ordinance) and City Council direction.
7. Interprets and advises staff on law, regulations, policy and procedures; conducts staff meetings.
8. Works with Community Development Director and staff to resolve policy, procedural or operational issues.

This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.

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9. Prepares and reviews RFPs (Request for Proposal) and RFQs (Request for Qualifications) for services to be retained by the Planning Department.
 10. Negotiate, develop, and administer complex contracts for professional services to ensure work progress and compliance with contract terms and conditions.
 11. Attends and makes presentations at City Council, Planning Commission, Development Review Committee, interagency, committee, and other meetings and conferences.
 12. May evaluate and recommend purchase of materials, supplies, and equipment.
 13. Oversee economic development activities and projects benefiting the City.
 14. Acts on behalf of the Community Development Director when needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

1. Administrative principles and methods, including goal setting, program and budget development and implementation, personnel management and supervision.
2. Principles and practices of land use planning, environmental analysis, and code enforcement.
3. Principles and practices of quality customer service.
4. Federal, State and local laws and regulations affecting the activities of the Community Development Department.
5. Functions and operations of related governmental agencies.
6. Case law (Federal and State) related to the regulations of land use and code enforcement.
7. Contemporary trends and practices of planning and community development, including, but not limited to growth management, urban design, and environmental analysis.

Skills in:

1. Demonstrating strong project management skills by carrying out complex projects to successful completion with general direction.
2. Making effective oral presentations before public bodies, leading community meetings, and facilitating consensus building on complex planning projects.
3. Selecting, motivating, training, and supervising professional and technical staff.
4. Preparing effective, concise, and comprehensive reports and recommendations utilizing all applicable and appropriate local, state, and federal regulations and guidelines.
5. Analyzing complex problems, evaluating alternatives, and making sound recommendations related to Department activities.

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6. Establishing and maintaining effective working relationships with those contacted in the course of work.

Ability to:

1. Motivate employees to perform to the best of their abilities, evaluate employee job performance and initiate recognition and disciplinary procedures where appropriate.
2. Supervise, train and evaluate assigned personal.
3. Work cooperatively with other agencies and City staff to achieve solutions to issues facing the City.

QUALIFICATIONS

To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

EDUCATION AND EXPERIENCE

A Bachelor's degree from an accredited college or university in planning, community development, or closely related field, and six years of increasingly responsible experience in the field of urban, regional, or environmental planning. The equivalent to a Master's degree from an accredited college or university in planning, community development, or closely related field may be substituted for two years of the required experience.

CERTIFICATES, LICENSES AND REGISTRATIONS

1. Possession of a valid California Driver's License and a satisfactory driving record is a condition of initial and continued employment.

PHYSICAL REQUIREMENTS

1. Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.
2. While performing necessary field duties, must be capable of moving about safely while maintaining body equilibrium to prevent falling on narrow, uneven and slippery surfaces. The incumbent must be able to work in variable temperatures and weather conditions.
3. Must have a clear field of vision and be capable of distinguishing colors.
4. Must be able to sit at a confined work station for extended periods while performing essential duties.
5. On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone and communicate through written means.

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LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from managers, employees, and the general public.

MATHEMATICAL SKILLS

Ability to perform mathematical concepts such as: fractions, percentages, ratios, and proportions to practical situations; ability to work with mathematical concepts such as probability and statistical inference.

REASONING ABILITY

Ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form. Resolve problems involving several known variables in standardized situations using standard industry and departmental processes and/or procedures.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job.

WORKING ENVIRONMENT

While performing the duties of this job the incumbent is regularly exposed to outside elements of wet and/or humid conditions, rain, snow and heat; moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The incumbent is occasionally exposed to risk of electrical shock and vibration; and steady level of loud noise.

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

Adopted:

Revised:

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