



## City of Lemon Grove

**Class Title: Principal Planner**  
**Department: Development Services Department**

### **GENERAL PURPOSE**

To supervise, assign and review the work of staff responsible for planning and development projects; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

### **SUPERVISION RECEIVED AND RESPONSIBILITIES**

This position works under the supervision of and reports to the Development Services Director. Exercises direct supervision over professional, technical and clerical staff as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversee, coordinate and perform current and advanced professional planning functions, including preparing environmental impact reports, conducting planning studies on complex development projects; coordinate development and redevelopment projects;
- Serve as project manager for large and complex current and advanced planning project involving city land use policy; manage multiple projects;
- Plan, prioritize, assign, supervise and review the work of staff responsible for planning and development projects;
- Oversee and participate in assisting the public at the front counter; receive, review and approve development applications and proposal; confer with and advise contractors, developers, architect, engineers and the general public; prepare reports and recommendations;
- Oversee and conduct field inspections; review development sites to ensure code compliance related to development requirements; recommend improvement and rehabilitation programs; follow-up to ensure compliance;
- Recommend and assist in the implementation of City General Plan goals and objective; implement approved policies and procedures;
- Establish schedules and methods for providing planning and development services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly;
- Participate in the selection of planning staff; provide or coordinate staff training;
- Participate in contract bidding process; assist in preparing requests for proposals, evaluating bids and conducting interviews; negotiate and monitor contract agreements;
- Draft new city ordinances governing land use and development;
- Provide staff assistance on various commissions and City Council; prepare reports and recommendations on planning and development projects;
- Assist with the preparation and administration of the Development Services Department budget; submit budget recommendations;
- Acts in the absence of the Development Services Department;
- Attend and participate in professional group meetings; stay abreast of new trends and practices in the field of urban planning;
- Make presentations to staff, committees, and general public; educate parties on the impacts of community planning projects;

- Participate in appropriate City meeting functions consistent with the objectives of the department; and
- Perform related duties and responsibilities as required.

### **EDUCATION AND EXPERIENCE**

Any combination of education, training and experience that clearly demonstrates possession of the knowledge and abilities needed to perform the typical duties listed above. A typical way to obtain the knowledge and abilities would be:

- Equivalent to a Bachelors degree from an accredited college or university with major course work in urban planning, geography, architecture, public administration, business management or a related field; and
- Four years of increasingly responsible experience in urban planning, regional planning or urban design.

### **LICENSES AND CERTIFICATION**

Possession of a valid Class C California driver's license.

### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge of:**

- Operations, services and activities of planning and development programs;
- Principles of supervision, training and performance evaluation;
- Methods and techniques of research and analysis;
- Advanced site planning and architectural design techniques and methods;
- Historic preservation principles and practices;
- Applicable environmental laws and regulations;
- Current literature, information sources and research techniques in the field of urban planning;
- Technical report writing techniques;
- Laws underlying general plans, zoning and land divisions;
- Pertinent Federal, State and local laws, codes and regulations; and customer service methods and techniques.

#### **Ability to:**

- Lead, organize, and review the work of professional, technical and clerical staff;
- Independently perform complex research, analysis and report writing;
- Interpret, explain, and enforce local, state, and federal laws and regulations;
- Interpret planning and zoning programs for the general public;
- Analyze and compile technical and statistical information and prepare reports;
- Respond to difficult and sensitive public inquiries;
- Understand and carry out oral and written directions;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain cooperative working relations with those contacted in the course of work;
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities; and
- Maintain effective audiovisual discrimination and perception to the degree necessary for the successful performance of assigned duties.

### **TOOLS AND EQUIPMENT USED**

- Personal computer, including word processing, spreadsheet and data base software (Microsoft Office, HDL, Internet, or equivalents), office telephone, digital camera and downloading pictures, microfiche, television, plotter, printers, facsimile, and copier.

## **PHYSICAL DEMANDS**

Requires frequent lifting, pulling, and/or pushing objects that are 20 pounds. Frequently required to sit, stand, reach, lean, twist, turn, bend and kneel, use hands to finger, handle, grasp, feel or operate objects, sit for prolonged periods of time. Hear and speak to contractors, the general public and City staff on the telephone and in person. Read engineering drawings, plans, specifications, reports, contracts, correspondence, memoranda, and other records. Requires vision (which may be corrected) to read small print often found on construction blueprints and other documents. Operate a multitude of office equipment.

## **WORK ENVIRONMENT**

- Office environment is fast paced and can be loud;
- Travel from site to site, use of personal vehicle may be required;
- Extensive field work may be required; and
- May be exposed to inclement weather.

## **GUIDELINES**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved, City Council: June 4, 2013