PRINCIPAL PLANNER

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and supervise the operations of a major section of the Planning Division such as Design Review or Long Range Planning; to coordinate projects to ensure compliance with Federal, State and local regulations; and to provide complex staff assistance to a Deputy Manager.

Supervision Received and Exercised:

Receives general direction from a Deputy Manager or from other supervisory or management staff.

Exercises direct supervision over professional, technical and clerical planning staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Direct, oversee and participate in the development of the section work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.

- Analyze, develop and present recommendations on complex planning, zoning and development proposals; provide technical expertise in the formulation of recommendations and review development applications and plans for the Design Review Board, the Planning and Zoning Commission and the City Council.

- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.

- Recommend goals and objectives; assist in the development of policies and procedures.

- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

- Prepare special reports and/or supervise the performance of professional staff or outside consultants in the preparation of specialized planning reports including urban design proposals and other field studies.

- Present information and recommendations on projects and documents of a specialized nature in a variety of Board meetings.

- Participate in a variety of meetings to resolve departmental and planning problems.

- Confer with engineers, developers, architects, a variety of agencies and the general public in acquiring information and coordinating planning and zoning matters; provide information regarding City development requirements.

- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training, or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in professional urban planning, including two years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in landscape architecture, city planning, public or business administration or a related field.

Licenses/Certifications:

May require the possession of a valid driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 410

FLSA: Exempt