



City of Tempe

PRINCIPAL PLANNER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	410	<i>Department:</i>	Community Development/ Engineering & Transportation
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Principal Planner
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives general direction from a Deputy Director or from other supervisory or management staff.
Exercises direct supervision over professional, technical and clerical planning staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) years of experience in urban planning. Two (2) years of administrative and supervisory responsibility is preferred.
<i>Education:</i>	Equivalent to a bachelor's degree from an accredited college or university with major course work in architecture, landscape architecture, city planning, public or business administration or degree related to the core functions of this position.
<i>License / Certification:</i>	American Institute of Certified Planners (AICP) certification, or the ability to attain one, is preferred.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

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, Historic Preservation 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 Director.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Direct, oversee and participate in the development of the section work plan; assign work activities, projects and programs; monitor workflow; 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 Development Review 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.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

COMPETENCIES		
CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i> <i>Revised November 2001 (range adj due to market)</i> <i>Revised Nov 2010 (Removed optional driver's license statement)</i> <i>Revised August 2014 (Update MQ's)</i> <i>Revised September 2016 (update JD and license/cert)</i> <i>Revised March 2019 (PW reorg – moved to Eng & Transp Dept.)</i></p>