

CLASS SPECIFICATION



CLASS:	Principal Planner	ESTABLISHED:	May 1998
ALLOCATION:	Community Development Services Agency	REVISED:	June 2016
FLSA STATUS:	Exempt		
UNION AFFILIATION:	Non-Represented		

JOB SUMMARY:

Under general direction, plan, manage, organize, supervise and administer the day-to-day activities of the Planning Division of the Community Development Services Agency (CDSA); plan, organize and coordinate the County's Comprehensive Land Use Planning Program; provide professional planning, zoning, environmental review and land development expertise to County management, the Board of Supervisors, Planning Commission, other governmental agencies and advisory committees; review and provide recommendations from planning studies; assist in establishing policies and procedures related to the County's planning functions; perform full range of professional planning duties; and perform related work as assigned.

This is the management level in the planning series.

CLASS CHARACTERISTICS:

This position reports directly to Community Development Services Agency Director. This position provides direct management support for a broad range of complex major development, planning, land use, zoning, and environmental review activities. This class is distinguished from CDSA Director in that the latter has overall management responsibility for the departmental activities and functions and establishes the agency's vision, goals, policies, practices and procedures.

EXAMPLES OF DUTIES:

Essential:

- Manage day-to-day operations of the Planning Division; plan, administer, review and evaluate division and program effectiveness.
- Assist establishing and implementing goals, objectives, policies, procedures and work standards related to development, zoning and land use processes; implement policy and procedural changes as required.
- Supervise, assign, plan, review and evaluate the work of assigned staff; implement policies, procedures and work standards in support of County and departmental initiatives; evaluate staff's job performance, provide direction and coaching, through regular feedback sessions; create individual development plans with employees; discuss job performance problems to identify causes and issues, and to work on resolving problems; recommend discipline and implement discipline procedures as needed/directed.
- Assist with the coordination and update of the Comprehensive General Plan.
- Interpret, explain, make recommendations and enforce provisions of the County, state and federal laws, ordinances, regulations and policies regarding zoning, land use and planning requirements.
- Coordinate Planning Division activities with those of other departments, outside agencies, consultants and organizations.
- Represent CDSA in a variety of meetings, with commissions, committees, and hearings with the Board of Supervisors, other departments, other governmental agencies and private organizations concerning the General Plan, community plan, land use, and zoning ordinances and regulations.
- Prepare and review RFPs (Request for Proposal) and RFQs (Request for Qualifications) for services to be retained by the Planning Division; manage consultant contracts; oversee and facilitate the work of consultants engaged in various planning and environmental activities.
- Participate in the preparation and administration of the Planning Division's budget; review, monitor and analyze the activity of assigned revenue and expense accounts.
- Review and coordinate land use proposals and/or applications submitted by developers and the public; review applications for compliance with applicable laws and ordinances, including variances, zoning changes, and subdivision plans involving politically sensitive, difficult or complex planning problems and make recommendations as appropriate.
- Prepare or direct the preparation and review of planning studies and reports; meet with property owners, project developers, public officials and others regarding planning, zoning and subdivision

needs.

- Monitor changes in legislation that may impact land use regulations; evaluate the impact of such changes and make appropriate policy and procedure modifications.
- Prepare or review a variety of narrative and/or statistical reports, correspondence, agenda items, policy papers, presentations and other written materials; make presentations before the Board, commissions, committees, the public, etc.
- Perform full range of professional planning activities.

Important:

- Act as department representative in emergency or disaster response activities.
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles, techniques, and practices of effective program management and administration.
- Principles and practices of leadership, motivation, team building and conflict resolutions. Principles, practices and procedures related to governmental planning, development and implementation of a comprehensive planning and zoning code compliance program.
- Principles, practices and programs related to community and urban development.
- Principles, practices and procedures related to environmental protection as applied to areas of varying size, terrain, population density and land use.
- Trends and statistics affecting community planning.
- Principles and practices of governmental budget administration and review.
- Applicable federal, state and county laws, statutes, regulations and ordinances relating to economic development, historic preservation, public health & safety, housing, and preservation of natural resources.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Geographic features and locations within Yuba County.

Skill in:

- Project management.
- Planning, organizing and coordinating the operations of the Planning Division.
- Planning, supervising, reviewing and evaluating the work of others.
- Administering ordinances and laws related to planning projects or land use applications.
- Analyzing data and making recommendations based on findings in studies, field observation and public contracts.
- Preparing comprehensive planning reports and reports of project findings using graphic aids.
- Making effective presentations and representing the department with individuals, community organizations and other governmental bodies concerned with community development, environmental protection and zoning administration.
- Directing the collection, analysis and interpretation of data pertaining to planning and zoning activities in complex rural and urban areas.
- Preparing comprehensive planning reports.
- Providing for the training and professional development of staff.
- Establishing and maintaining effective interpersonal relations with the general public and personnel at all organizational levels.
- Communicating effectively both orally and in writing.

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implementing recommendations in support of goals.
- Make effective public presentations.
- Make rational judgments and decisions in a timely manner particularly in situations involving

potential risks.

- Work within a team framework, both as a leader and a member.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Explain complex rules and programs so others can easily understand them.
- Prepare clear, concise and accurate records and reports.
- Accept criticism and deal calmly and effectively with high stress situations.
- Maintain composure, keep emotions in check, control anger and avoid aggressive behavior, even in very difficult situations.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to drive a motor vehicle to attend meetings or visit various work sites.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment.
- May be required to travel to various worksites or locations within the County.
- Occasionally may be required to travel for meetings or conferences outside normal business hours.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Bachelor's Degree from an accredited college or university with major coursework in Planning, Environmental Studies, Ecology, Geography, Land Use Economics or a closely related field and four years of professional experience in city, county or regional planning with at least one year equivalent to the County's class of Senior Planner. *Candidates with strong experience who lack the degree are encouraged to apply.*

PREFERRED: In addition to the minimum, a Master's Degree in Planning, possession of an American Institute of Certified Planners (AICP) Certification and up to two additional years of city or county professional planning experience.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval:
Date:

EEOC: 9410
WC: B

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____