



Job Code: 0290
FLSA: E
Unit: MGMT
Revised:

PRINCIPAL PLANNER

DEFINITION

This is a management position. With minimal supervision, performs complex professional planning work in conjunction with the City's general plan, specific plans and other advance planning activities; manages specific planning programs; manages the department in the Director's absence; supervises subordinate Planners; performs related work, as required.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the Director of Planning and Community Development. Exercises supervisory responsibilities over Planning personnel.

TYPICAL DUTIES

1. Maintains, revises and interprets the City's general plan and land use map; evaluates general plan amendment proposals.
2. Coordinates the preparation of specific plans, annexation studies, general plan implementation programs and other comprehensive planning programs.
3. Prepares and presents staff reports to the Planning Commission, City Council and other organizations.
4. Supervises staff planners, to include: assigning and evaluating work, providing professional direction and advice, enforcing City/Department rules and regulations, making recommendations to the Director on personnel actions.
5. Represents the City on committees and in meetings with other jurisdictions, developers and members of the public.
6. Oversees development of a geographic data base system, comprehensive mapping system, information systems and other advance planning projects.
7. Assists the Director in managing department programs, budgets and staffing, including the coordination of professional development.
8. Manages the department in the Director's absence.
9. Performs related work, as required.

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MINIMUM QUALIFICATIONS

Knowledge of:

1. Modern theory, principles and practice of land use planning.
2. Analytical, statistical, writing and public speaking techniques.

Skill to:

1. Research, collect, analyze and organize diverse technical material.
2. Prepare and present clear, thorough written and oral reports.
3. Prepare and present staff reports to the Planning Commission, City Council and other organizations.
4. Supervise subordinates, to include assigning and evaluating work, providing direction, advising of and enforcing rules and regulations.
5. Represent the City on committees and in meetings with other jurisdictions, developers and members of the public.
6. Oversee the development of a geographic data base system, comprehensive mapping system, information systems and other advance planning projects.
7. Assist the Director in managing departmental programs, budgets and staffing, including the coordination of professional development.
8. Manage the department in the Director's absence.
9. Work effectively with citizens, developers and other groups.
10. Review and supervise the work of others.

Education:

BA or BS degree in planning or related field.

Experience:

Three years of full time professional planning experience.

License:

Possession of valid California driver's license.

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