# CITY OF HEMET
# PRINCIPAL PLANNER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## DEFINITION
Under administrative direction of the Planning Director, assumes secondary management of the Planning Division. Assists the department head in the overall administration of the Department and performs complex professional work in all phases of City planning, redevelopment, budgeting and supervision; and performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS
Distinguished from the Planning Director in that the incumbent is not a department head, and does not have final responsibility and accountability for the entire department. The position is responsible for the day-to-day supervision of the Planning Division. Responsibilities and assignments are broad in scope and require considerable independent judgment on issues that are complex, interpretive and evaluative in nature.

## SUPERVISION RECEIVED AND EXERCISED
Receives direct supervision from the Planning Director, exercises supervision of professional and technical staff as directed.

## EXAMPLES OF DUTIES
Duties may include, but are not limited to the following:

1. Assists the Director in the administration and coordination of overall departmental activities; develops policies and procedures for the department.

2. Represents the City, as assigned, in relations with the community, advisory committees, local state and federal agencies, other planning departments, and professional organizations.

3. Develops and implements new zoning ordinances, and processing procedures for the City.

4. Assists in developing and monitoring the departmental budget.

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5. Coordinates the conduct of environmental impact studies, including the preparation of requests for proposal; coordinates project review by other agencies; evaluates conclusions of environmental impact reports and prepares recommendations.

6. Coordinates and supervises the work of professional and paraprofessional planning staff in development planning, advance planning/redevelopment, permits and/or special projects.

7. Prepares reports and documents for City Council and Planning Commission agenda; attends City Council, Planning, and Traffic Commissions; makes presentations and responds to requests/questions.

8. Serves as acting Planning Director as assigned.

## QUALIFICATION GUIDELINES

### Education and Experience

A typical way of obtaining the knowledge, skills and abilities is graduation from a four year college or university with a degree in city or regional planning or related field; four years of experience in professional land use planning work performed in public agencies, including two years in a supervisory capacity.

### Licenses/Certificates/Special Requirements

A valid California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy.

## KNOWLEDGE/ABILITIES

### Knowledge of:
Principles and practices of municipal planning.
Techniques and processes involved in the preparation and implementation of long-range and General Plans, redevelopment plans and housing programs.
Federal and State housing, environmental and planning law and other planning legislation.

Project management methods and practices, including methods of preparing designs, reports and recommendations.

**Ability to:**

Analyze and interpret complex planning and design/development and housing data, assess land use proposals and issue recommendations.

Make effective presentations before City Council, Commissions or Community groups.

Supervise the work of subordinate staff, counsel and discipline staff, and process grievances.

Assist in developing and administering a departmental budget.

Establish and maintain effective working relationships with those encountered in the course of work.