



City of Woodland

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## **PRINCIPAL PLANNER**

### **DEFINITION**

To plan, organize and direct the work of a major function of the planning division of the Community Development Department. Responsible for long-range planning and implementation of the SpringLake Specific Plan and coordination of economic and community development impacts to the City.

### **SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the Planning Manager. Responsibilities include direct and indirect supervision over City-wide professional, technical, contract and clerical staff related to the SpringLake Specific Plan project. Exercises discretion and independent judgment with respect to assigned duties.

### **EXAMPLES OF DUTIES**

The following are typical illustration of duties encompassed by the position, not an all inclusive or limiting list:

### **ESSENTIAL JOB FUNCTIONS**

Direct, coordinate, review and participate in the work of City-wide professional and technical employees related to the SpringLake Specific Plan project, including data collection, analysis, plan formulation, and implementation of a wide variety of planning, zoning, and environmental review activities. Monitors and evaluates current trends related to the area of assignment, including legislation, court rulings and professional practices and techniques; and recommends policy and procedural modifications accordingly. Performs the most complex and sensitive planning studies, including those involving transportation and community planning, environmental research and assessment, zoning and subdivision administration, and research and analysis functions, and infrastructure phasing and financing, as they relate to the SpringLake Specific Plan. Lead and direct personnel assigned from other City departments and responsible agencies as needed. Oversee the monitoring of project proposals to ensure their compatibility with executed agreements between the City and developers within the Specific Plan area. Perform the most difficult planning and environmental impact research and analysis projects. Guides the formulation of

long range plans and policies. Make recommendations on development permits, special use permits, variances, tentative tract maps, residential planned development permits as they pertain to specific plans within the City. Develop and review General Plans and Specific Plan and amendments. Implement and enforce the City's General Plan, SpringLake Specific Plan, community design guidelines and zoning and subdivision ordinance. Meet with and advise developers regarding development applications and processes; explain purposes, regulations, and directives of accepted development practices. Provide general information to the public, development community and other government agencies pertaining to the General Plan and SpringLake Specific Plan, and development of policies, procedures, and standards; make authoritative interpretations of applicable regulations and policies including the enforcement of City regulations, particularly as they pertain to the SpringLake Specific Plan. Review work methods and interdepartmental procedures to ensure effective work flow and compliance with established policies and procedures; select train and evaluate assigned personnel; work with employees to correct deficiencies. Serve as staff to the City Council, Planning Commission, and other commissions and committees in community development matters, including the preparation and presentation of reports and recommendations to both the Planning Commission and City Council. Create continuity in the monitoring and implementation of the SpringLake Specific Plan. Regular and consistent attendance is critical to helping ensure continuity of policy and implementation of the SpringLake Specific Plan.

#### **OTHER JOB FUNCTIONS:**

Review and approve development proposals, site plans, and design and landscape plans, for compliance with appropriate City regulations and policies, including any applicable development agreements pertaining to development within the SpringLake Specific Plan area. Confer with engineers, developers, architects, other City departments, a variety of agencies and the general public in acquiring information and coordinating planning matters. Supervise, coordinate and participate in the preparation of requests for proposals, interview of consultants, and contract administration for various traffic, environmental and other planning services. Participate in the development and implementation of goals, objectives, policies and priorities including current and advanced planning activities; assist in budget preparation and administration. Represent the City in the community and at professional meetings as required. Promote and maintain safety in the work place. Work cooperatively with others. Perform related duties as assigned.

#### **QUALIFICATIONS**

##### Knowledge of:

Principles, practices and purposes of comprehensive urban planning, zoning,

and public administration.

Applicable Federal, State, and municipal planning laws and regulations, including applicable environmental laws and regulations.

Principles and techniques involved in the development and maintenance of a comprehensive General Plan and specific plans.

Principles and practices of management and supervision.

Statistical research and reporting methods, techniques and procedures.

Codes, ordinances, resolutions, laws, recent developments, current literature and sources of information

Contract preparation and administration.

Safety principles, practices and procedures.

Operation and programs of a personal computer

Skill to:

Plan, coordinate, and prioritize a variety of complex projects. Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives. Provide information to the general public regarding planning department services.

Perform complex and sensitive professional planning work in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Collect and analyze data and develop complex plans and reports; prepare and interpret ordinances and formulate land use policies.

Evaluate meeting preparation material; prepare agendas for a variety of planning-related committees.

Supervise and evaluate assigned staff.

Efficiently operate a personal computer.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Manage, direct, and coordinate the work of City-wide professional and technical personnel.

Interpret, analyze, apply and articulate relevant laws, rules, contracts, ordinances, regulations and guidelines.

Develop cooperative public relations with contractors, developers, business owners, and the general public.

Analyze and compile technical and statistical information; prepare clear and concise technical reports.

Analyze problems, identify and negotiate alternative solutions, project consequences of proposed actions and implement recommendations in support

of goals.  
Ensure compliance with Federal, state and local rules, laws and regulations.

#### Minimum Education and Experience

Education: Bachelor's Degree from an accredited college or university with major work in planning, community development, urban design or related field. A Master's Degree in planning or related field is highly desirable.

Experience: Four years of professional planning experience including experience supervising interdepartmental personnel and complex projects.

#### License or Certificate

Required upon hire, possession of a valid California Driver's License.  
Member of American Institute of Certified Planners is highly desired.

Council Action: September 18, 2007