# CITY OF CAMARILLO

| Principal Planner | Job Code: 708<br>FLSA: Exempt |
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*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.*

## SUMMARY DESCRIPTION

Manages, oversees, coordinates, and participates in the most complex and difficult work of staff responsible for providing planning related services and activities in assigned program area(s); manages multiple sensitive and complex projects in the areas of assignment requiring highly independent coordination with other City staff as well as outside agencies and groups; provides supervision to professional planning staff; and provides responsible administrative and highly complex technical staff assistance to the Assistant Director, Community Development and the Director, Community Development.

This is the advanced journey/technical expert level in the professional planning series performing duties requiring the highest level of technical expertise. Positions assigned to this class can be distinguished from lower level planning classes by performance of the most complex and sensitive planning tasks requiring a high degree of technical expertise and knowledge related to assigned areas of planning including serving as project manager on multiple complex and sensitive projects and studies involving a high level of independent coordination with other City staff and elected officials as well as outside agencies and groups. Positions assigned to this class can be further distinguished by the performance of supervisory activities such as assigning work, monitoring project progress, and providing technical expertise and training to other professional and technical staff.

## REPRESENTATIVE DUTIES

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plans, implements, and manages activities and services related to assigned program or functional area; performs complex and sensitive duties related to area of assignment including planning, coordination, and review of project activities; manages multiple project schedules for complex projects; expedites and tracks progress; provides status updates to management, other departments, and outside organizations on projects.

2. Plans, organizes, and conducts complex research studies; performs data collection; prepares complex reports and analysis; coordinates work of consultants preparing reports; prepares and provides program area recommendations.

3. Prepares and presents complex staff reports, formal presentations, and recommendations at community meetings, advisory boards, and public hearings including to the City Council, Planning Commission, Community Development Commission, regulatory agencies, local committees, and neighborhood groups.

4. Manages and administers consultant contracts; develops and negotiates scope of work; establishes timeframes; ensures adequate funding; prepares contracts; provides direction to consultant; reviews

technical studies and environmental documents prepared by consultants to ensure accuracy, completion in a timely manner, and compliance with reporting requirements.

5. Plans, prioritizes, assigns, supervises, and reviews the work of staff responsible for providing planning related services and activities in assigned program areas; establishes schedules and methods for providing assigned services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.

6. Participates in training, motivating, and evaluating assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies.

7. Coordinates and assists in the development and implementation of policies, procedures, and guidelines related to assigned program area; reviews reports, data, and correspondence for compliance with City, regional, state, and federal policies and guidelines; recommends policy and procedural changes.

8. Prepares and participates in the preparation of new or revised City ordinances and policies; researches ordinances and policies in other jurisdictions; proposes and outlines alternatives and options available to the City.

9. Participates in the preparation of the Department's annual budget; forecasts funds needed in area of assignment; monitors expenditures of assigned funds; implements budgetary adjustments as appropriate and necessary.

10. Identifies funding resources and completes grant applications to assist in the implementation of the assigned activities.

11. Serves as technical resource and provides support to City departments, City staff, and outside agencies related to assigned program area; provides information and assistance to developers, architects, engineers, property owners, the public, other departments, and outside agencies regarding laws, regulations, standards, policies, and procedures related to the submission of plans, processing of applications, and implementation requirements; investigates and responds to complaints.

12. Resolves discrepancies or procedural problems and responds to program administration and/or delivery questions; confers with and advises staff and internal and external customers by providing advice, problem solving assistance, answers to questions, and interpretation of program goals and policy.

13. Monitors and ensures City compliance with local, state, and federal laws, guidelines, and standards governing planning and related activities.

14. Coordinates with local, state, federal, and private institutions regarding program area of assignment.

15. Advises developers regarding development applications and process; interprets and explains ordinances, regulations, and policies regarding development practices; provides suggestions for improved designs for developments; prepares applications for review by the Planning Commission including preparation of staff reports, conditions, and environmental review.

16. Performs field and site surveys and inspections; monitors the development and reconstruction of buildings and facilities.

17. Maintains current knowledge of new trends and innovations in the fields related to area of assignment; monitors legislation, court rulings, and professional practices and techniques; evaluates

their impact on City operations and recommends policy and procedural improvements; attends and participates in professional group meetings; participates in professional development activities; reads publications relevant to area of assignment.

18. As assigned, plans, implements, and manages day-to-day redevelopment project activities including activities associated with strategic plan area development; develops, implements, and maintains program goals and objectives for redevelopment project areas; insures that established goals and priorities are achieved.

19. As assigned, manages redevelopment agency property; coordinates activities with developers, business groups, and outside agencies are related to agreements and easements.

20. As assigned, represents the redevelopment agency regarding disposition and development agreements and owner participation agreements.

21. As assigned, plans, coordinates, reviews, and participates in the development and implementation of the redevelopment portion of the City's Capital Improvements Program, public works projects, and in the planning and development of agency owned property.

22. Reviews the selection, planning, and monitoring of agency funded public works projects; participates in the determination of project priorities and scheduling; negotiates and resolves sensitive and controversial issues related to public projects and division work activities.

23. Performs related duties as required.

## QUALIFICATIONS

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### Knowledge of:

Operations, services, and activities of a community planning and development program.
Theory, principles and practices of urban planning, community development, and revitalization.
Principles and practices of program development and administration.
Project management principles and practices.
Principles and practices of municipal budget preparation and administration.
Principles and practices of management, supervision, and training.
Advanced principles, practices, and techniques of current and advance planning including land use, environmental policy analysis, municipal service delivery, physical design, landscape architecture, demographics, and economic and social concepts as applied to municipal planning.
Organization and functions of various agencies involved in the planning processes.
Principles and practices used in building, architecture, and engineering.
Development review procedures and requirements.
Site planning and architectural design principles.
Pertinent federal, state, and local laws, codes, and regulations including laws underlying general plans, zoning and land divisions, and applicable environmental laws and regulations.
Application, modification, and inter-relationships among codes, ordinances, policies, standards, procedures and practices associated with the planning function.
Recent developments, current literature, research methods, and sources of information related to municipal planning, urban growth, and development.
Methods and techniques of effective technical report preparation and presentation.
Statistical methods and research techniques applicable to the preparation of municipal planning studies.

Methods and techniques of eliciting community participation in planning and development issues.
Customer service techniques, practices, and principles.
Modern office procedures, methods, and equipment including computers and supporting software applications.

**Ability to:**

Independently perform the most complex and sensitive planning duties in the development, implementation, and modification of City plans and regulations requiring the highest level of technical expertise.
Recommend and implement goals, objectives, policies, and procedures for providing assigned services, activities, and operations.
Coordinate and direct assigned sections and/or functional area.
Prepare and interpret codes and policies and apply to specific situations.
Supervise, organize, and review the work of staff involved in assigned program areas.
Select, train, and evaluate staff.
Serve as project manager on multiple complex and sensitive projects involving coordination with other departments and outside groups and organizations.
Plan and organize work to meet changing priorities and deadlines.
Staff and manage assigned commissions and committees.
Interpret, analyze, apply, implement, and explain pertinent federal, state, and local laws, codes, and regulations including City codes and departmental policies and administrative directives.
Interpret planning programs to the general public.
Analyze projects and potential projects for consistency with planning regulations, general planning principles, and architectural quality.
Analyze site design, terrain constraints, circulation, land use compatibility, utilities, and other urban services.
Ensure project compliance with state, federal, and local rules, laws, and regulations.
Participate in coordinating necessary communication between staff, developers, and other agencies.
Understand, evaluate, and interpret complex technical engineering, architectural, structural, landscape, and topographical plans, maps, and related documents.
Prepare and analyze technical and administrative reports, statements, and correspondence.
Present technical data in verbal, written, graphic, and map form to City management staff, citizen groups, and variety of boards and commissions.
Develop recommendations regarding the use of property.
Process development applications and coordinate necessary communication between staff, developer, and other agencies.
Read, analyze, and interpret information from professional journals, technical procedures, or governmental regulations.
Effectively present information and respond to questions from groups of managers, council members, committee and commission members, and the general public.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Deal constructively with conflict and develop effective solutions.
Operate modern office equipment and computers including specialized computer applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in urban or regional planning, environmental design, architecture or a related field. A Master's degree is desirable.

**Experience:**

Five years of increasingly responsible professional planning experience in local government including one year of project management experience.

**License or Certificate:**

Possession of a valid California driver's license at a level appropriate to the equipment operated.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office environment with some travel to different sites; occasionally works in outside weather conditions; incumbents may be required to work extended hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to operate a vehicle to travel from site to site; and to verbally communicate to exchange information.

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*Johnson & Associates*