



CITY OF CHINO

Principal Planner

Definition:

Under limited direction, assists the Director of Community Development and/or the Deputy Director of Community Development/City Planner in the planning, organization, and direction of the operations of the Community Development Department; performs complex professional work in all phases of City planning; and does related work as assigned.

Class Characteristics:

Principal Planners are responsible for managing a section consisting of long-range or current planning and providing leadership in implementing significant plans or projects.

Essential Functions:

- Assist the Director of Community Development and/or Deputy Director of Community Development/City Planner in the administration and coordination of departmental activities including long-range and current planning, counter functions, and development of policies and procedures for the Community Development Department.
- Conduct the most complex assignments, or direct the work of others involved in the preparation or review of current or long-range planning projects.
- Ensure that activities are conducted in accordance with federal and state law, City ordinances, rules, and regulations.
- Supervise professional and technical staff, including providing instructions and coordinating the scheduling and completion of projects by determining operational priorities and resolving workload issues; conduct or direct staff training and development; review and evaluate employee performance; and execute disciplinary action when needed.
- Coordinate environmental impact studies as assigned.
- Draft new City ordinances, prepare plan amendments and updates, conduct research, prepare reports, and perform special studies as assigned.
- Respond to verbal and written questions and complaints.
- Participate in the development of goals and objectives; and monitor sections of the Community Development Department's budget tied to assigned areas of responsibility.
- When designated, represent the Community Development Department with the community, advisory committees, other public agencies, and professional organizations.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in planning, environmental design, architecture, landscape architecture, or related field (required).

Experience:

- Four years experience in professional land use planning work typically performed in public agencies.
- One year of supervisory experience.

Knowledge of:

- Theories, principles, procedures, practices, laws, and trends in the field of planning and environmental analysis.
- Methods, plans, systems, forms, maps, and tools common to a land use planner's work.
- Data collection and analysis techniques.
- Municipal budgeting processes.
- Principles of supervision.

Ability to:

- Maintain positive relationships with the community at-large, developers, property owners, architects, engineers, the City Council and Planning Commissioners.
- Produce completed staff work within established deadlines.
- Research, prepare, and present complex reports.
- Select, train, supervise, and evaluate employees.
- Communicate clearly and concisely, both orally and in writing.
- Interpret and apply provisions of codes, regulations, statutes, and ordinances relevant to city planning activities.
- Operate programs within allocated budget funds.
- Respond to emergency and problem situations effectively.
- Understand, support, explain, and apply policies and procedures.
- Develop comprehensive plans to meet future City needs/services.
- Handle challenging situations to the point of resolution and constructively mediate conflict.

Principal Planner

- Keep current in the field of planning.
- Demonstrate sound management practices.
- Handle confidential matters with discretion.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

Unrepresented Management

Revised: 7/1/2014

Replacing Principal Planner classification specification dated 10/6/2009.

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