

CITY OF GLENDALE

TITLE:	Principal Planner	CLASS CODE:	546
REPORTS TO:	Deputy Planning Director	GRADE:	33
DEPARTMENT:	Planning	FLSA:	E
JOB DESCRIPTION DATE: August 7, 2006 cm			

JOB SUMMARY

Performs advanced technical planning and design-related work in coordinating major projects and activities of the Planning Department, serves as staff advisor for design preparations and policy options. The primary function of an employee in this class is to perform specialized and critical design tasks for difficult and high profile projects. Incumbents meet and consult with other City officials, other jurisdictions, major developers, and the public on matters pertaining to planning projects and present plans at public meetings.

ESSENTIAL FUNCTIONS

1. Manages the most complex planning and development projects that include management of formal and informal project teams including the development of scopes of work and budgets, hiring and managing consultants, conducting a wide range of public and special group meetings, coordinating activity involving multiple departments, and providing inspiration and guidance to professional staff conducting planning, development, and customer service activities within these projects.
2. Analyzes, develops, and presents information and recommendations on complex projects and documents of a specialized nature to a variety of groups, including boards, Planning Commission, City Council, neighborhood groups and applicants. Serves as a spokesperson for assigned special projects, and represents the City.
3. Co-manages the City's Development Team through the expedited Design Review Process for high profile projects.
4. Facilitates the implementation of Development Agreements on Planned Area Development (PAD) zoning and Design Build projects.
5. Undertakes special staff assignments.
6. Meets and consults with other City officials, other jurisdictions, major developers, and the public on matters pertaining to planning projects.
7. Analyzes and compiles technical and statistical information and writes technical reports.
8. Evaluates the feasibility of plan alternatives in relation to costs, trends, and social pressures.
9. May supervise or direct the activities of professional, paraprofessional and technical planning staff.
10. Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

SECONDARY FUNCTIONS:

11. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Planning and zoning, economic development, and related principles, methodologies, processes, and practices
Principles and practices of city current planning and urban design
City codes regulating development review and design standards, including public review and hearing processes
Urban planning research methodology, including field inspections, computer and electronic searches, archive and file searches, personal interviews, and related research methods
Cartographic design and layout
Principles and practices of municipal and public administration
Computer software and applications related to land use and planning and development procedures
Building construction materials, methods, building trade codes and terminology
Site planning, building and landscape design

Ability to:

Initiate and complete major work efforts
Communicate using a wide range of techniques and forums
Plan and organize data, coordinate programs, and make decisions
Produce written documents with clearly organized thoughts using proper grammar
Observe, review and check the work of others to ensure conformance to standards
Conduct research and analyze results
Establish and maintain effective working relationships with developers, other professionals and government jurisdictions, co-workers, and the general public
Work cooperatively with other City employees and the public
Use graphic instructions such as blueprints, layouts, base maps, or other visual aids
Comprehend and make inferences from written materials such as census data, surveys, previously done studies, or government document reports
Review or check the work products of other to ensure conformance to standards
Apply design sciences in practical situations
Plan, analyze, prepare and present staff recommendations and positions on planning projects and policies
Read and interpret City master plans, regulatory codes, technical and operational documents, reports, research material and information, blueprints, and maps
Analyze applications and apply relevant regulatory ordinances and codes
Operate standard office equipment including a personal computer using program applications appropriate to assigned duties

WORKING CONDITIONS:

Office setting.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Urban Planning, Urban Design, Geography, Landscape Architecture or a related field and six years of increasingly responsible experience in planning, project review or a related community development activity.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

Valid Arizona Driver's License