

**Title:** Principal Planner  
**PG:** 58  
**Status:** Civil Service  
**Position Reports to:** Planning Manager  
**Department:** Community Development/Planning

**Class Code:** 2057  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

This is specialized responsible professional and technical work in the field of urban planning and development. Work involves complex and specialized planning assignments with a minimum of direct supervision. This position has supervisory responsibilities over less experienced planners and technical personnel. The Principal Planner works in a team setting on specialized studies concerning the physical, social, economic and other development of the City. Responsibilities may include both the review of private development proposals as well as the establishment of the City's Comprehensive Plan and the implementation of the public proposals contained in the plan. Working effectively with the public, other departments and agencies is a critical requirement of this position. Work results are reviewed for technical adequacy and professional standards by the Planning Manager.

### **ESSENTIAL FUNCTIONS:**

1. Plans, develops, and conducts special and comprehensive studies on land use, utilities, economy, recreation, housing, zoning and subdivision regulations; analyzes and evaluates pertinent data; prepares comprehensive reports and recommendations using such data.
2. Confers with officials of the City, other governmental agencies and private interests in order to solve mutual planning problems and bring about solutions beneficial to the City and consistent with the comprehensive plan.
3. Participates in the writing and review of sections of the City's comprehensive plan and preparation of new ordinances to implement the same.
4. May represent the staff as technical advisor to the Planning and Zoning Board, Zoning Board of Adjustment and Appeals and Historic Preservation Board.
5. Plans, assigns, organizes and reviews the work of subordinates in a manner conducive to meet the production responsibilities of the Planning Division and the Community Development Department.
6. Reviews and obtains proper interpretation, where necessary, of the laws, rules, and regulations affecting planning and land use regulations.

### **ADDITIONAL RESPONSIBILITIES:**

1. Prepares and delivers speeches to business, professional, civic and neighborhood groups and associations.
2. Participates in public planning meetings.
3. Makes recommendations on impact assessment statements
4. Performs related work as required.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of the principles and practices of urban planning.
2. Thorough knowledge as to methods of collection and analysis of planning data and the preparation of reports.
3. Thorough knowledge of economics, municipal finance, sociology and public administration as applied to urban planning.
4. Thorough knowledge of current literature and recent developments in the field of public planning.
5. Thorough knowledge of the principles and practices of civil engineering and physical design as applied to urban planning.
6. Ability to present ideas and findings clearly and concisely in both written and oral form.

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7. Ability to establish and maintain an effective working relationship with subordinates supervisors, other city departments and officials, other government agencies and the general public.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, or routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Bachelor's degree in Urban Planning from an accredited college or university and three (3) years of progressively responsible experience at the Senior Planner (Planner II) level in a recognized planning agency. Master's degree in Urban Planning from an accredited college or university and one (1) year of experience at the Senior Planner (Planner II) level in a recognized planning agency
2. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.