



Career Service Authority

Principal City Planner

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GENERAL STATEMENT OF CLASS DUTIES

Performs advanced, specialized professional level planning work including developing the vision for city growth, land use, design, infrastructure development, and preservation, promotes the best use of the city's land and resources for residential, commercial, institutional, and recreational purposes, and serves as a program leader in a functional planning area.

DISTINGUISHING CHARACTERISTICS

This class performs advanced, specialized professional level planning work and serves as a program leader in a functional planning area. This class is distinguished from a Senior City Planner that performs specialized, professional level planning work including serving as a technical expert and project coordinator offering advice and direction to other planning, development, and design staff, city officials, and the public. The Principal City Planner is distinguished from the Senior Development Project Coordinator that performs specialized, professional level work coordinating the review of complex, multifaceted development projects including complicated permitting issues and reviewing plans and specifications for conformance to applicable codes, rules, and regulations. The Principal City Planner is distinguished from a Manager I that manages an operational and/or functional area(s) and performs some elements of supervision by recommending and implementing plans, procedures, policies, programs, and projects. The Principal City Planner is distinguished from a Development and Planning Supervisor that performs professional level and supervisory work over staff involved in promoting the orderly growth, development, and improvement of the city through development review, land use planning and regulations, transportation/infrastructure planning, and the implementation of housing policies and programs. Additionally, a Principal City Planner performs permanently assigned lead work over other planners and/or coordinators; whereas, a Development and Planning Supervisor performs supervisory duties. Generally, a Principal City Planner and a Development and Planning Supervisor report to a management level position.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the

mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Performs permanently assigned lead work.

ESSENTIAL DUTIES

Acts as a lead planner, reviews and evaluates planning initiatives and/or complex, multifaceted development/design projects for consideration germane to the city/region, gives advice and direction, and recommends modification to plans/projects or alternative solutions.

Provides strategic planning advice on long and short term planning goals, develops policy options and strategic alternatives regarding planning goals, and makes recommendations on highly visible or sensitive issues to planning staff, city officials, boards, commissions, the public, and other stakeholders.

Directs the development and maintenance of the comprehensive plan and other specialized city plans and the development and implementation of planning standards, criteria, and priorities and formulates and recommends city policies on development, growth, land use, transportation, natural resources, housing, and/or resource utilization.

Serves as a technical consultant and advises commissions, city officials, and other stakeholders on goals, priorities, and regulations in such areas as the pattern and intensity of land use, natural resources, conservation, municipal infrastructure, transportation, and quality/livability of the city.

Performs complex research and analysis on planning, design, and/or development issues, solicits information from the community to establish priorities, determine problems and develop proposals, and responds to community concerns by providing information and explaining the city's role in addressing problems.

Keeps informed of new regulations, pending legislation, and trends in planning that may impact city projects, policies, and processes.

Coordinates effort to bring stakeholders together who have opposing views and interests in order to successfully complete planning projects.

Develops or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments. Assigns and distributes work, reviews work for accuracy, and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions.

Contributes to the development of the performance enhancement plan, documents performance, provides performance feedback, and furnishes information for the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

Performs other related duties as assigned.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Public Planning – Knowledge of functions, principles, methods, and techniques of public planning including community planning, outdoor recreation planning, and natural resource management such as demand forecasting, environmental impact analysis, financial forecasting, land use planning, and zoning

Strategic Thinking – Formulates effective strategies consistent with the business and competitive strategy of the organization in a global economy, examines policy issues and strategic planning with a long term perspective, determines objectives and sets priorities, and anticipates potential threats or opportunities.

Transportation – Knowledge of principles and methods for moving people and goods by air, rail, and/or road including costs and limits.

Land Use and Development – Knowledge of the principles and tools relevant to land use planning, development, regulations, and permitting.

External Awareness – Identifies and understands economic, political, and social trends that affect the organization.

Reading – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Writing – Recognizes and uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information which may include technical material that is appropriate for the intended audience.

Self-Direction – Sets goals, takes initiative in implementing ideas, systems, or policies that affect a planning area, manages time efficiently, encourages feedback, and invests in self-development.

Vision – Understands where the organization is headed and how to make a contribution, takes a long-term view, and recognizes opportunities to help the organization accomplish its objectives or move toward the vision.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Oral Communication – Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

Problem Solving – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives and to make recommendations, and initiates actions aligned with the strategic objectives of the section, unit, or project.

Planning and Evaluating – Determines objectives and strategies, coordinates with other parts of the organization to accomplish goals, monitors and evaluates the progress and outcomes of operational plans, and anticipates potential threats and/or opportunities.

Decisiveness – Commits to action, even in uncertain situations, by making sound and timely decisions necessary to carry out projects, ideas, systems, or policies that affect the planning area. Legal, public, and financial consequences are generally limited to related area(s).

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Team Building – Encourages and facilitates cooperation and open communication, promotes team work at all levels, cooperates with staff, higher-level managers, peers, administrative staff from other organizations, internal and external customers, and local stakeholder groups to accomplish goals.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Customer Service – Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Teaching Others – Helps others learn through formal or informal methods, identifies training needs, provides constructive feedback, coaches others on how to perform tasks, and acts as a mentor.

Creative Thinking – Uses imagination to develop new insights into situations, applies innovative solutions to problems, and designs new methods where established method and procedures are inapplicable or are unavailable.

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior, works with others towards an agreement, and negotiates to find mutually acceptable solutions.

Leadership – Initiates and sustains action to accomplish the goals by guiding and motivating others and gaining the confidence and active support of subordinates, peers, administrative

staff from other organizations, internal and external customers, and local stakeholder groups. Achieves voluntary commitment to shared values and goals and adapts leadership style to different situations.

Conflict Management – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Organizational Awareness – Knows the organization's mission and function and how its social, political, and technological systems work and operates effectively with them including the program, policies, procedures, rules and regulation of the organization.

Integrity/Honesty – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Flexibility – Is open to change and new information, adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with ambiguity.

Information Management – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

Technology Application – Uses machines, tools, instruments, and/or equipment effectively and uses computer applications to analyze and communicate information in the appropriate format.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of lead work functions.

Physical Demands:

Sitting: remaining in the normal seated position.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Accommodation: ability to adjust vision to bring objects into focus.

Working Environment:

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

Subject to long irregular hours.

Education Requirement:

Master's Degree in City or Regional Planning, Architecture, Landscape Architecture, Engineering, or a directly related degree.

Experience Requirement:

Three years of professional planning experience including coordinating complex planning/development projects, developing work plans and planning strategies, serving as a technical consultant to staff and other stakeholders, and performing data research and analysis. (Some positions may require experience in a specific planning area.)

Education/Experience Equivalency:

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure and/or Certification:

Possession of a valid driver's license at the time of application.
By position, may require registration as an Architect by the Colorado State Board of Examiners of Architects at time of application. Registration as an Architect by another state will be accepted in lieu of this requirement, provided that the applicant has Colorado registration by the end of the probationary period. OR Registration as a Professional Engineer (PE) by the Colorado State Board of Licensure for Professional Engineers and Professional Land Surveyors at the time of application. Registration as a Professional Engineer by another state will be accepted in lieu of this requirement provided the applicant is registered by the State of Colorado by the completion of probation.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 12/16/2005

REVISED DATE:

ESTABLISHED BY: Patricia Anderson

CLASS HISTORY This is a new class that was created as part of the Planning Maintenance Study.