



CITY OF BIG BEAR LAKE

SENIOR PRINCIPAL PLANNER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction this position performs professional level work in the field of current and advance planning; coordinates the general operations and services of the Planning Department; provides professional assistance to the Planning Director; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Principal Planner** is a supervisory level class primarily responsible for performing advanced technical work and coordinating the services provided by the Planning Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Planning Director and/or designee. Incumbent exercises functional supervision over professional, technical and administrative planning support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Issue permits for land use developments to ensure that applications are in conformance to appropriate codes and standards.
- Review development proposals and applications; including complex projects for compliance with appropriate regulations and policies, ensuring applications are processed in a timely and complete manner pursuant to policy direction from the Planning Director and/or designee.
- Special land use studies and environmental reviews, including initial studies, negative declarations and environmental impact reports are prepared and/or reviewed in accordance with applicable statutes to ensure adherence with environmental requirements.
- Evaluate new development, construction, and land use projects within the City for compliance with the provisions of current applicable State/Federal laws and City ordinances.
- Review plans for conformance with the General Plan, City policies, accepted planning practices, and code compliance, in accordance with City procedures.
- Prepare special planning and environmental studies and/or coordinate/oversee planning staff or consultants' preparation of these studies.
- Research is conducted and compiled on land use and development issues.
- Changes in State/Federal laws including City ordinances and policies regarding planning, zoning, development and environmental requirements are applied in an expeditious and appropriate manner, and training on these statutes is provided to planning support staff as needed.

SENIOR PRINCIPAL PLANNER

Page 2

- The Development Code, specific plans, and other development-related ordinances and policies are maintained and updated to reflect the General Plan, changes to State/Federal laws, and community values as directed by the Planning Director and/or designee.
- Research applicable grant opportunities and prepare and/or coordinate planning staffs' preparation of required grant applications and monitor existing grant programs for compliance with the required regulations.
- Attend and participate in Development Review Committee, Planning Commission, City Council and special community outreach meetings as needed.
- Reports are prepared and presentations are made to the Planning Commission, City Council and other groups, as needed, regarding planning projects and City programs, with staff recommendations and analyses presented clearly and concisely.
- Planning projects are coordinated with other departments and agencies as needed.
- Consultation is provided to architects, builders, attorneys, contractors, engineers, and the general public regarding the City's development policies and standards.
- General guidance and oversight is provided to staff who are responsible for processing planning related applications, to ensure their compliance with applicable regulations, policies and procedures.
- Training is provided to professional, technical and administrative planning staff to assist them in meeting department goals, as needed.
- Provide staff with constructive feedback and prepare assigned performance evaluations in a timely fashion.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, consultants and members of the public.
- Performs other related and peripheral duties as required and necessary for the successful performance of this job.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged or intermittent sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, squatting, stooping and crouching. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and using a computer keyboard in the performance of daily duties. Additionally, the position requires near and far vision when reading correspondence, and using the computer, and acute hearing is required when providing phone service and communicating in person. The ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. The employee may be required to travel to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and Experience:

A bachelor's degree in Urban Planning or related field from an accredited college/university is required. A Master's degree from an accredited college/university in a related field is preferred. At least five years of increasingly responsible professional level planning experience, including two years of responsibility for supervision or training of others is also required.

License/Certificate:

- Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of urban planning and an understanding of the procedures and processes of a municipal planning department. Applicable State/Federal environmental and planning laws, in addition to City policies, regulations, and codes related to building, planning, zoning and land division. Modern office procedures, practices, and equipment operation, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; oral presentation skills proper English, spelling, and grammar; and standard safety practices.

Ability to:

Effectively complete both current and advance planning assignments with accuracy; understand, explain, and apply applicable State/Federal laws, codes, regulations, local ordinances, and related standards which are applicable to urban planning work; analyze problems, identify alternatives and solutions, project consequences of proposed actions and implement recommendations in support of goals and work plans; oversee special projects and programs; interpret and apply administrative and departmental policies and procedures; provide functional staff supervision, training and evaluation of employees; develop effective working relationships with City personnel, contractors, outside agencies, and the public; conduct effective meetings; communicate clearly and concisely, both verbally and in writing; organize, prioritize, and follow-up on work assignments; make sound decisions within established guidelines; observe safety principles and work in a safe manner; be able to plan, be well organized, work well under pressure, be proactive, discreet and able to maintain confidentiality on appropriate issues.

Skill to:

Operate standard office equipment, including a computer and variety of word processing, database, presentation, and other related software applications; familiarity with planning related software such as CityView, ArcGIS and similar programs.