

# CITY OF BIG BEAR LAKE

## CLASS SPECIFICATION

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**Class Title:** Principal Planner

**Class Code Number:** 4075

**Position Designation:** Professional/Mid-Management

**Division:** Planning

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### General Purpose of Position

The purpose of this position is to perform professional level work in the field of current and advance planning, with an emphasis on highly complex and challenging tasks and projects. This position is responsible for management of major planning projects, which may include contract administration, project budgeting and scheduling, facilitation of public input, negotiation of contracts and agreements, supervision of project staff, plan adoption and project implementation. The position also assists the City Planner with budgeting, personnel and other administrative duties, and serves as acting City Planner in his or her absence. This position may exercise formal and/or functional supervision over clerical, technical, and less experienced professional staff. This position reports to the City Planner.

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### RESULTS STANDARDS

Results Standards set guidelines for the quality and correct procedure expected when performing any task for the City of Big Bear Lake.

- I. Customer Service:**  
Government service is provided in a professional and effective manner with an emphasis on responsiveness and accessibility to both employees and the public.
- II. Professionalism:**  
Job duties are consistently performed in a legal and ethical manner consistent with the code of conduct and standards applicable and appropriate to the position and particular specialized area.
- III. Production:**  
Employee labor products are of high quality and are produced in a timely and cost-effective manner.
- IV. Critical Thinking:**  
Decisions are made utilizing appropriate problem identification, analysis, and evaluation processes with a continual emphasis on innovation, ethics, and professionalism.
- V. Teamwork:**  
Goals common to the organization are achieved through cooperation, coordination, and the development of professional relationships.
- VI. Professional Development:**  
Employees are empowered to perform their jobs at the highest level and are encouraged to improve both personally and professionally. The overall quality of professionalism in the organization is improved through commitment, training, involvement, and education.
- VII. Leadership:**  
Efficiency, effectiveness, and teamwork are promoted by all employees. The values of the City are properly communicated through the behavior of organizational leaders in a manner appropriate to their position

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### FORMAT

**Result Statements:** (in bold) describe common results expected of the Division or results specific to a particular position.

Performance Standards (preceded by a ) describe the specific manner in which the associated Result Statement is achieved by this position. Multiple Performance Standards are associated with each Result Statement and define the expectations for employee performance.

**A. Permits are issued for all land use developments to ensure that applications are consistent with and in conformance to appropriate codes and standards.**

- Development proposals and applications, including complex and/or controversial projects, are reviewed for compliance with appropriate regulations and policies, and applications are processed independently in a timely and complete manner, pursuant to policy direction from the City Planner.
- Plans are reviewed for conformance with the General Plan, City policies, and accepted planning practices, in accordance with City procedures.
- General direction and oversight are given to subordinates who are processing minor applications, to ensure their compliance with applicable regulations, policies and procedures as directed.
- Reports are prepared and presentations are made to the Planning Commission, City Council and other groups as needed regarding complex planning projects and City programs, with staff recommendations and analyses presented clearly and concisely.
- Planning projects are coordinated with other departments and agencies as appropriate.
- Project applicants are informed of the development review process and City requirements in a timely and courteous manner.
- Changes in state and federal laws and 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 subordinate staff as needed.

**B. Special land use studies and environmental reviews are conducted to establish appropriate uses for land and to mitigate negative environmental impacts.**

- Reports are prepared as assigned.
- Presentations on the results of various studies are made to management, committees, the Planning Commission, and/or City Council.
- The provisions of state and federal environmental laws are applied to the review of new development projects in a timely and appropriate manner.
- Environmental documents, including initial studies, negative declarations and environmental impact reports are prepared and/or reviewed in accordance with applicable statutes to ensure compliance with environmental requirements.

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- Special planning and environmental studies are prepared by staff, or by consultants under direction of staff, as directed.
- C. Economic development and Improvement Agency services are provided to attract and retain business.**
  - Special projects are performed as assigned.
  - Staff reports, ordinances, and presentations are prepared and delivered in an effective manner.
  - Application processing procedures are streamlined and expedited to the extent feasible.
- D. Community development and Improvement Agency services are provided to improve existing property and land uses.**
  - Consultation is provided to architects, builders, attorneys, contractors, engineers, and the general public regarding the City's development policies and standards.
  - Special projects are performed as assigned.
  - Reports, studies, analyses, etc. are prepared as directed to address General Plan needs.
  - The Development Code, specific plans, and other development-related ordinances and policies are maintained and updated to reflect the General Plan, changes to state laws, and community values as directed by the City Council and Planning Commission.
- E. Relevant advice is provided to the City Council, Planning Commission, and Improvement Agency to ensure that informed decisions are possible.**
  - Professional consultation is provided to the City Council, Planning Commission and Improvement Agency.
  - Reports, presentations, etc. are prepared and delivered as directed.
- F. Planning procedures and staff training are continually updated in order to comply with State and Federal codes, to provide for continuous quality improvement.**
  - Additional duties are sought out and performed with the approval of management to facilitate cross-training and personal growth.
  - Appropriate training is sought out and attended with the approval of management.
  - Training is provided to clerical, technical and professional staff to assist them in meeting department goals, as needed.

### Qualifications

- Education:** A Bachelor' degree in Urban Planning or related field is required. A Master's degree is preferred.
- Experience:** Five years of professional level planning experience in a municipal setting is required. Project management and supervisory experience are preferred.

### Knowledge, Skills, Abilities, and Personal Characteristics

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This position requires a comprehensive knowledge of the principles and practices of urban planning, applicable state and federal environmental and planning laws, City policies, regulations, and codes related to planning, zoning, and land divisions, and an understanding of the procedures and processes of a municipal planning division. The position also requires excellent customer service skills, communication skills, and oral presentation skills. Project management skills and supervisory skills are desirable.

The individual should be able to exercise sound judgment, act independently under general direction, be able to understand and follow directions and to give clear directions to others, be able to plan, be well organized, have excellent verbal and written communication skills, work well under pressure, be proactive, flexible, and cooperative. The individual should also be accurate, timely, and discreet, and be able to complete usable work products within specified deadlines.

### **Physical Requirements**

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may require extended periods of sitting. Light lifting (up to 25 lbs.) is required occasionally. This position requires manual manipulation of a keyboard, phone, and other standard office machines.

### **Tools**

This position requires the use of a PC, word processing, and spreadsheet software, and standard office equipment.

### **Work Environment**

Work will be performed in an office at City Hall exposed to moderate levels of noise. The majority of work associated with this position will be performed sitting down, performing word processing or answering the phone, or standing at the Planning counter. Some fieldwork is required to visit development sites and inventory planning data throughout the City. This position involves a substantial amount of contact with both employees and citizens both face to face and over the telephone.