

PRINCIPAL CITY PLANNER, 7946

Summary of Duties : Directs the work of a major division of the City Planning Department, and does related work.

Distinguishing Features : A Principal City Planner is responsible for directing all phases of activity in a major division in the Planning Department which includes several groups of professional, technical, and clerical employees. Under general direction an employee of this class plans, lays out, coordinates, and reviews the multiple facets of the work involved. A Principal City Planner normally receives assignments in terms of general objectives, and the completed work is evaluated on the basis of results obtained. An employee of this class represents the City at conferences and meetings with other jurisdictions and organizations concerned with the development, implementation and administration of the City general plan. Employees of this class may act for their supervisors when so designated.

Summary of Duties : Plans, lays out, directs, reviews, and coordinates the work of professional, technical and clerical employees in a major division of the City Planning Department; directs the preparation and maintenance of the City General Plan and specific plans for the future growth and development of the City, including data compilation and analysis, field surveys, citizen participation, environmental assessment, and identification and analysis of alternatives, long, intermediate, and short-range plans for land use, circulation, recreation, schools, public facilities, environment and related elements; prepares or reviews reports and recommendations and submits them to the Director of Planning and the City Planning Commission for approval; assists in coordinating the programs and activities of a division with other divisions of the City Planning Department and those of other City departments and governmental agencies; presents and directs presentation of tentative plans at public meetings;

Directs office and field work required for the implementation of the City General Plan; directs, reviews, and coordinates the work of hearing examiners concerned with the holding of public hearings and making studies, and field work investigations and zoning matters including applications for changes of zone, specific plans, conditional uses, and building lines and supplemental use districts; reviews reports and recommendations of hearing examiners and other subordinates and presents them to the City Planning Commission; supervises the work of the Secretary City Planning Commission; directs the preparation of recommended changes in the zoning ordinances and reports on emergency studies that require immediate action or recommendation; directs the review and approval of proposed locations and land acquisitions for public buildings and facilities or for other public use, including streets and highways; may direct the work of branch offices giving information to, and accepting various

applications from the public; investigates and makes recommendations on unusually complex or difficult zoning matters.

Directs, coordinates, and reviews the development and application of mathematical models capable of being run in a computer and their possible utilization in a combined simulation of actual situations; directs the systems analysis, computer programming, and computer simulation of models; directs the systems design for data acquisition and implementation of an automated information base consisting of all the data necessary for the planning and operational functions of the Department, including the elements of establishment, maintenance, and use of a series of automated files covering a wide range of environmental, social, economic, and physical data within appropriate geographical identifications; directs research analysis necessary for comprehensive planning on such subjects as population and economic trends, land use, transportation, and social conditions, utilizing the latest economic and social research techniques, including the principles and techniques of operations research such as descriptive statistics, sampling, correlation and regression analysis, linear programming, and factor analysis;

Interviews and makes recommendations concerning the employment of professional City planning personnel; assists in preparation of the annual budget of the City Planning Department; directs the maintenance of records and the preparation of work programs for the division; acts for the City Planning Officer, Deputy Director of Planning, or Director of Planning during their absence as assigned; and may occasionally be assigned to other duties for training purposes to meet technological changes or emergencies.

Qualifications: A good knowledge of the principles, practices, techniques, and purposes of City planning and urban design including the development and maintenance of a comprehensive general plan and its legal implementation; a good knowledge of the planning process including the place of planning in the decision making process and the steps in the planning process; a good knowledge of the principles, techniques, and sources of information applicable to the collection, analysis, and presentation of data pertaining to City planning; a good knowledge of supervision and coordination as they relate to the direction of a planning function; a good knowledge of economic and social research and statistical techniques; a good knowledge of the principles of administration and organization relating to the direction of a major planning division; a good knowledge of physical City development, including theory of City form, land use, transportation, utilities, and shelter; a working knowledge of the techniques of systems analysis and operations research such as mathematical modeling and simulation, descriptive statistics, sampling, correlation and regression analysis, linear programming and factor analysis; a working knowledge of techniques in citizen participation; a working knowledge of environmental analysis and preparation of Environmental Impact Reports; a working knowledge of state and federal laws and procedures applicable to urban renewal; a

general knowledge of City personnel rules, employee relation laws, regulations, and policies; the ability to supervise the preparation of clear and concise reports, sound recommendations, and adequate supporting data and special exhibits; the ability to visualize and formulate general and specific plans; the ability to plan, direct, coordinate, and review the work of a group of professional, subprofessional, and clerical employees engaged in several different City planning operations; the ability to speak effectively before various groups and in presenting reports and recommendations to governmental agencies; and the ability to deal tactfully and effectively with staff, other department employees, personnel of other agencies, public officials, and the public.

Two years of experience as a Senior City Planner or in a class which is at least at that level in urban planning or zoning is required.

Appointment to this class is subject to a one-year probationary period as provided in Section 109 of the City Charter.

Physical Requirements : Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with certain handicaps may be capable of performing the duties of some of these positions. Such determination must be made by the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties of any position shall be.