

CLASSIFICATION ADDENDUM

Job Title: Principal Planner

Classification Specification: Associate Program

Manager

Barg Unit: OPE

Pay Grade: C45

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Principal Planner manages, performs and provides oversight of complex interdisciplinary professional planning projects, research, analysis and activities; coordinates multi-faceted planning and development projects and programs, including complex comprehensive planning and community development and revitalization projects; performs a wide variety of advanced level duties related to urban planning and the coordination of planning and development projects; develops, coordinates and oversees specialized and large scale work plans and public participation plans for assigned projects; monitors legislation, presents legislative findings and proposes City position in response; participates in policy discussions and negotiations with other agencies; prepares policy and technical positions; participates in the development and implementation of department and City strategic planning activities; serves a key role as a liaison with citizens, developers, professional agencies and organizations; participates in metro planning coordination activities and performs interagency coordination and problem solving; coordinates citizen involvement programs; provides coordination of urban renewal districts planning and economic development planning; performs comprehensive research and analysis; provides expertise and information and recommendations to the division manager, elected officials, others regarding comprehensive planning and community revitalization issues and legislative land use decisions; prepares and manages contracts and grants; prepares and conducts citizen involvement programs; prepares, analyzes and evaluates proposals and requests. Performs related duties as assigned.

Distinguishing Characteristics:

The Principal Planner job addendum is distinguished from the Senior Planner job addendum by the greater degree of responsibility for higher level technical, administrative and public policy elements of the department's work program. The Principal Planner provides professional staff assistance under the direction of the Community Development Planning Manager or the Current Development Manager and the Development & Public Works Director, but extensive latitude is granted for the exercise of independent judgment in developing and recommending coordinated work plans, policies, procedures and performance standards to assure effective planning in compliance with City guidelines and goals. Acts as technical and policy advisor to other personnel in performing difficult assignments. Organizes, oversees, performs or coordinates multiple or major studies.

Note: This position resides in the professional track of the classification of Supervisor/Associate Manager, rather than performing direct supervision of staff.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of **professional** planning and development to include responsible experience in complex project management.

Licensing Requirements:

- A valid Oregon driver's license at time of appointment.
- Eligible for certification with American Institute of Certified Planners (AICP).

Knowledge:

- Theories, principles, and practices of land use planning, zoning, housing, economic development and applicable federal, state, and local laws, codes and regulations;
- Theories of interpersonal relations and techniques; group facilitation methods and techniques;
- Knowledge of government programs and how they integrate with planning processes.
- Pertinent government procedures and practices including functions, policies and procedures of applicable commissions and councils;
- Comprehensive plans and current planning and the development process;
- Related government programs and how they are integrated with land use planning processes;
- Research methods and principles related to urban growth and development;
- Economic development theories, principles and practices.

Skills: *(Demonstrated skill in performing the following)*

- Managing multiple, high-priority complex projects to meet time-sensitive deadlines;
- Reading and evaluating pertinent technical and legal materials;
- Evaluating a variety of complex proposals and applying relevant federal, state, and local rules and regulation;
- Representing the City and offering information to boards, commissions, committees, and the City Council;
- Applying strong analytical skills to interpret complex data.
- Strong oral and written communication skills as applied to presenting complex information to management, City officials, City Council and the general public.
- Distinguishing Characteristics:

Qualification For Grade Progression:

N/A

Physical Requirements Addendum

Sedentary to Light Work as defined in the class spec. Further definition of the physical requirements of the position can be found in a job task analysis. Ability to travel as required.

Addendum History

Created: 2012.06; Modified 2014.07
2016.04 – Revisions by HR