

PRINCIPAL PLANNER

Under general supervision, performs complex professional planning work and leads the employees and manages the work program and related activities of a major functional unit of the City-County Planning Board; does related work as required.

EXAMPLES OF WORK

Provides the leadership necessary to manage and maintain a functioning unit of the City-County Planning Board; develops and carries out that section's annual work program in accordance with the Planning Board's Mission Statement and annual work program; manages the unit's work program goals and reviews all necessary adjustments with the Assistant Director of Planning or Director of Planning; makes planning decisions associated with the efficient management of the planning unit; manages a variety of research, forecasting and project-oriented assignments for City departments and agencies as well as meeting appropriate requests of the general public; often leads the preparation of major plans and studies in the areas of land use, long range planning, economic development, social policies, facility planning, design, neighborhood and community planning; coordinates employee work assignments and opportunities for work with other departmental units; serves on a variety of ad hoc planning and project teams; provides information and assistance to other City departments as requested; evaluates the work of the people under his/her supervision and provides opportunities for staff professional development and training; represents the Planning Board at selected meetings.

EMPLOYMENT STANDARDS

Education and Experience: Masters degree in planning or closely related field or a combination of a bachelors degree and four years of thorough and increasingly responsible leadership experience in the planning field. Emphasis or training in a specialized area of assignment may be required. AICP Certification is desired.

Knowledge, Skills and Abilities: Thorough knowledge of planning as applied to local government and its services. Considerable knowledge of local government processes, policies and operations. Considerable knowledge of traditional planning techniques as well changes occurring in planning theory and practice. Knowledge of urban planning, plan design, zoning and other implementation measures. Ability to work with the public, appointed and elected officials. Ability to supervise people, delegate work, and manage multiple or complex work tasks and assignments. Ability to prepare and deliver clear, concise, and effective oral and/or written reports.