



Title: Principal Planner

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Engineering Planning Manager.

Exercises direct supervision over professional and Para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in the fields of Urban Planning, Regional Planning or closely related field like Landscape Architecture
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to complete administrative functions on current and strategic planning cases and ordinances, oversee projects and activities, and manage professional planning staff. Analyzes, develops and presents recommendations on complex development proposals; provides technical expertise in the formulation of recommendations; reviews development applications and plans for the Board of Adjustment, the Planning and Zoning Commission and the City Council; develops work plans; assists with managing the annual budget; participates in the hiring process; provides zoning oversight to other departments.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Manages complex development projects. Interprets codes and ordinances; prepares scopes of work and proposals; administers contracts; conducts field surveys; develops recommendations; prepares reports; supervises consultants and vendors; completes studies; ensures adherence to legally mandated processes.
3	Interprets provisions of the City's zoning code and related planning documents for staff, other departments, City Council, and board / commission members, the public, developers, consultants, attorneys, outside agencies and other individuals to coordinate project activities; reviews application status; exchanges information; resolves problems; and / or provides advice / direction.
4	Completes amendments to master plans, zoning code, and other documents. Reviews needs and trends; reviews current documents and applicable policies and procedures; identifies issues and stakeholders; develops alternatives or ordinances; prepares recommendations and presentations.
5	Provides staff support for Design Review Board, Board of Adjustment, and Planning & Zoning Commission; coordinates meetings; oversees production of agenda; discusses status of projects with staff and officials; approves final agendas, public notification, and staff reports; acts as staff liaison at public meetings.
6	Participates in the development and implementation of goals, objectives, policies, and priorities for the planning program; assists in recommending appropriate service and staffing levels; administers policies and procedures.



City of Peoria

HUMAN RESOURCES

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X" The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X" The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers (laptop), printers, scanner, copy / fax machine, and related software, telephone, vehicle, drafting scale.

PROTECTIVE EQUIPMENT REQUIRED:

None required.