



Town of Oro Valley Classification Description

Title: **PRINCIPAL PLANNER**
Job Code: 2120
FLSA Status: Exempt

Department: Community & Economic Dev.
Salary Grade: 118

POSITION SUMMARY:

This position reports to and provides responsive and complex support to the Planning Division Manager. Under general supervision of the Planning Division Manager, supervises subordinate planning staff related to Development Review, Long Range Planning, and public meetings. Provides guidance to Boards and Commissions and collaborates with a variety of internal and external stakeholders regarding review processes and major planning projects; and provides support for economic development projects.

ESSENTIAL JOB FUNCTIONS:

- Analyzes, develops, and presents recommendations on complex planning, zoning, development, and economic development proposals.
- Assigns work activities and projects to subordinate staff; monitors workflow and evaluates work products, methods; monitors policy and procedure implementation.
- Monitors and reports to the Planning Division Manager on the implementation of General Plan, Strategic Plan and other specific plans adopted by the Town.
- Assists the Planning Division Manager in the creation and implementation of Division objectives, policies, and procedures.
- Coordinates staff recruitment and training and conducts evaluations and performance corrections.
- Assists the Planning Division Manager in budget preparation and administration.
- Evaluates Division operations and activities; recommends improvements and modifications; prepares related reports.
- Supervises the performance of outside consultants in the preparation of specialized planning reports and projects.
- Facilitates public meetings and provides guidance to Town Council, Boards and Commissions during public sessions.
- Confers with engineers, developers, architects, appropriate agencies and the general public regarding Town development policy and code amendments.
- Composes, edits and reviews notices, agendas, letters and reports of research findings, analysis, recommendations, maps and presentations.
- Participates in agency (Federal, State, PAG, County etc.) staff, and community meetings related to long range planning issues.

- Maintains professional knowledge through attending seminars, reviewing professional publications and participating in professional organizations.
- Regular and reliable attendance; may work more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, state and Federal statutes, rules, ordinances, codes and regulations governing planning and zoning.
- Knowledge of planning, zoning and permitting guidelines and regulations.
- Knowledge of environmental resource conservation practices.
- Knowledge of urban and suburban design and architectural design principles.
- Knowledge of supervision principles and possession of strong leadership skills.
- Knowledge of budget practices and procedures.
- Knowledge of automation and information technology systems.
- Skill and experience in writing zoning code text for suburban and urban applications.
- Skill in negotiations, conflict resolution, and meeting facilitation.
- Ability to recognize team dynamics and effective facilitation of diverse groups.
- Ability to analyze and resolve complex public policy, development and zoning issues.
- Ability to assess and prioritize multiple tasks and working within deadlines to complete projects and assignments.
- Ability to develop strategic partnerships.
- Ability to monitor and review the work of subordinate staff.
- Ability to communicate both with verbal and written communication.
- Ability to make verbal and graphic presentations to small and large groups.
- Ability to establish and maintain effective working relationships with staff, other Town departments, applicants, and the general public.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Planning, Urban Design, Architecture or related field, such as Landscape Architecture, Master's degree preferred.
- Seven (7) years' experience in planning or zoning including four (4) years at a supervisory level; **OR** an equivalent combination of education and experience.
- AICP accredited professional preferred.
- Facilitation credentials preferred.
- A valid Arizona driver's license.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.
- Field inspections or site tours are required.