



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 highly skilled and knowledgeable planning professional reports directly to and receives direction from the Planning Division Manager. This position exercises direct supervision of professional, technical and administrative planning staff. Plans, organizes, and supervises the operations of major functions in the Planning Division including Development Review and Long Range Planning with limited supervision. Ensures compliance with all regulations and provides complex staff assistance to the Planning Division Manager. The Principal Planner must effectively facilitate public meetings and provide guidance to Boards and Commissions during public sessions. This position coordinates, collaborates and cooperates with the citizens of Oro Valley, Town officials and departments, and outside agencies and individuals to provide the Division's services to internal and external customers. Coordination of the intradepartmental development review process with other divisions and agencies and management of major planning projects are critical components of this position.

ESSENTIAL JOB FUNCTIONS:

- A. Completes complex planning projects including Zoning Code text amendments, and General Plan revisions and updates.
- B. Assigns work activities and projects; monitors work flow and evaluates work products, methods and procedures.
- C. Assists in the creation of and is responsible for the implementation of Division policies and procedures.
- D. Analyzes, develops and presents recommendations on complex planning, zoning, and development proposals; provide technical expertise in the formulation of recommendations.
- E. Reviews and evaluates commercial and residential site and architectural design for compliance with Town policies and guidelines, and provide guidance to applicants and staff.
- F. Ability to negotiate appropriate design solutions for proposed development projects in support of achieving win-win outcomes.
- G. Participates in the selection of staff, provide and coordinate staff training, perform evaluations of staff performance, work with staff to correct deficiencies and implement discipline procedures.

- H. Participates in budget preparation and administration, prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.
- I. Recommends goals and objectives; assists in the development of policies and procedures.
- J. Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.
- K. Supervises the performance of outside consultants in the preparation of specialized planning reports and projects.
- L. Directs, oversees and participates in the development of the Division work plan.
- M. Effectively participates in meetings to resolve departmental and division issues.
- N. Facilitates public meetings and provides guidance to Boards and Commissions during public sessions.
- O. Confers with engineers, developers, architects and a variety of agencies and the general public in acquiring information and coordinating planning and zoning matters; presents information regarding Town development requirements.
- P. Composes, writes, edits and reviews notices, agendas, letters and reports of research findings, analysis, recommendations, maps and presentations.
- Q. Responds to requests for assistance or guidance from assigned staff, other departments, citizens or the Town Council.
- R. Assists with economic development initiatives, research and projects.
- S. Demonstrates familiarity with purpose and function of automation and information technology systems in managing the planning, development, implementation and records management systems for operations.

ADDITIONAL LONG RANGE DUTIES:

- A. Performs current and professional level mid and long range planning functions associated with regional issues, town planning, and neighborhood/special area plans.
- B. Monitors, report progress and ensures achievement of all goals, policies and actions identified in the General Plan and those related to planning within the Strategic Plan and other specific plans adopted by the Town.
- C. Plans, organizes, and facilitates interdisciplinary teams to implement policies and programs.
- D. Initiates, schedules, and conducts public meetings and generates stakeholder involvement in regional and community planning issues.
- E. Participates in the research, development and writing of the Town's development policies, including amendments to the zoning code.
- F. Prepares and presents verbal and written reports on complex subjects to the boards, commissions, Town Council, stakeholder groups and Town staff.
- G. Participates in agency (Federal, State, PAG, County etc.) commission, staff, and community meetings related to long range planning issues.
- H. Develops strategic partnerships and contacts with community representatives, external agencies, and other organizations.
- I. Maintains professional knowledge through such means as attending seminars, reviewing professional publications and participating in professional organizations.

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 urban and suburban design and architectural design principles.
- Knowledge of supervision principles and possession of strong leadership skills.
- Knowledge of budget practices and procedures.
- Skill in analyzing and resolving complex public policy, development and zoning issues.
- Skill and experience in writing zoning code text for suburban and urban applications.
- Skill in assessing and prioritizing multiple tasks and working within deadlines to complete projects and assignments.
- Skill in monitoring and reviewing the work of subordinate staff.
- Skill in team dynamics and effective facilitation of diverse groups.
- Skill in verbal and written communication.
- Skill in making verbal and graphic presentations to small and large groups.
- Skill in conflict resolution and meeting facilitation with certification preferred.
- Skill in establishing and maintaining 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 tours may be required.