CLASS SPECIFICATION
Principal Planner

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, directs staff units engaged in highly complex planning projects, research, urban planning analyses and design, or code development and revision; directs the supervision of work of professional and technical staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The responsibilities of incumbents in this class include the management of one or more groups of professional and technical planning staff in Planning or BDS. Incumbents direct and administer large organizational units performing complex professional planning work involving a broad range of economic, social and political issues requiring a sophisticated application of professional planning principles. Principal Planners are distinguished from Supervising Planners by being managers over multiple large work groups and by having less direct involvement in the operational work and more administrative and policy responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Administers and directs the work of planning professional and technical staff units engaged in: developing, implementing and evaluating urban design and development plans, environmental protection plans, housing policy plans, economic development plans, and associated infrastructure system plans; revising and developing zoning codes; and overseeing the development and application of procedures to achieve annual goals, objectives and work standards.

2. Manages, through subordinate supervisors, groups of professional or technical staff or consultants engaged in the review or preparation of plans for developments, zoning variance and building permit applications, code development and change, master plan proposals and modifications and related infrastructure plans, drawings and specifications for compliance with City Comprehensive Plan, zoning code provisions, appropriate urban design and environmental practices, and relevant laws and regulations.

3. Directs the development and implementation of planning standards and priorities and the preparation of operating budget recommendations, monitoring performance against the annual bureau budgets and goals, and authorizing materials purchase and monitoring work activities and expenditures to control costs.

4. Formulates and recommends City policies on development, growth, land use, transportation, natural resources, housing and resource utilization; advises commission officials and City Council members

on appropriate goals, priorities, programs and regulations in such areas as the pattern and intensity of land use, natural resource conservation, municipal infrastructure and quality/livability of the City; manages complex and sensitive inter-bureau and interagency projects that have strategic impact on City services and operations.

5. Manages and directs the work of staff that develop and submit changes and revisions to planning and zoning codes, review code appeals, and serve on metro or statewide committees working on associated code issues; negotiates how codes are implemented on complex and difficult cases; assesses impact of code changes on work of bureau.

6. Identifies and sets requirements for the preservation, development or control of environmental factors related to complex municipal service systems.

7. Directs the conduct of surveys, public hearings and other communication techniques in order to identify community and customer goals, objectives and needs.

8. Monitors project management plans and results, overseeing contractor selection and the evaluation of contract compliance and adherence to applicable policies.

9. Directs the analysis and preparation of reports of the effects on infrastructure caused by proposed development, annexations, zone changes and new construction, coordinating this work with other divisions, bureaus, governmental agencies and public commissions.

10. Reviews work plans and schedules, staffing needs projections and project progress, resolving priority conflicts to ensure that goals are met in a timely and fiscally responsible manner.

11. Establishes performance requirements and personal development targets with subordinate supervisors, evaluates performance and provides performance improvement and development guidance; recommends disciplinary action to address performance deficiencies in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.

12. Provides leadership and works with staff to create a high-performance, service-oriented work environment that supports the City's and bureau's missions, objectives and service expectations.

13. Provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Planning and urban design concepts, principles, practices, current trends, regulations, standards and laws applicable to the area of specialization; the application of social science and design science to community planning problems.

2. Social, economic, political and physical elements that define the City of Portland and the dynamics of change within those elements.

3. Administration, planning, organization principles and program planning techniques.

4. Budget, personnel, cost control and administrative practices and policies.
5. Information technology and computer capabilities applicable to functional responsibilities.

Ability to:

1. Plan, direct and evaluate the work of supervisory staff and their professional and technical subordinates.
2. Apply federal, state and city laws, codes, standards, and urban planning and design concepts and practices applicable to assigned areas of specialization.
3. Review and evaluate planning documents, codes, regulations and complex technical documents.
4. Identify parallel areas of program concerns, interests and goals with state/federal agencies and other organizations.
5. Communicate complex technical matters to non-technical individuals, including policy makers and members of the media; present planning and/or development review values, policies and processes in a meaningful way to professionals in many other fields.
6. Interact effectively, engage in problem solving and team building, and partner with citizens, community groups and contractors.
7. Persuade, motivate and deal diplomatically, creatively and constructively with the problems of others.
8. Establish and maintain effective working relationships with a diverse workforce and community.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a recognized four-year college or university with a major in planning, urban design, social science, architecture, engineering, law or a related field; and eight years of progressively responsible professional urban design, planning or development review experience, including two years of supervisory experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver’s license.

AICP certification is desired.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02
Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002.
This class is composed of positions from the following class(es):
0972 PROGRAM MANAGER IV. Adopted: 07-01-92

Revised: 05-05-04 (Specification updated to include code development)
June 2009 - Change Job Class number from 7753 to 30000725, due to system change.