

City of Portland

CLASS SPECIFICATION

PRINCIPAL PLANNER

[CLASS CODE]

[ESTABLISHED DATE]

CLASSIFICATION SUMMARY

Reports to a Manager III, Director, or other executive-level position. Under minimal direction, responsible for managing an organizational unit, and various activities, programs, and projects related to City planning functions.

Responsibilities include: leading the planning, implementation, monitoring, and reporting of programs or activities; planning staff work schedules, deadlines, workflow, and methods; resolving complex issues related to City planning; implementing, coordinating, and supervising unit programs, functions, and personnel resources to ensure achievement of goals and objectives; researching, recommending, directing, and influencing policy and regulatory and zoning formations and changes.

DISTINGUISHING CHARACTERISTICS

Principal Planner is the management-level classification within the Planner series.

Principal Planner is distinguished from Supervising Planner in that the former has more direct responsibility for program and policy planning, as well as responsibility for larger organizational units and subordinate supervisors including Supervising Planner positions.

Principal Planner is distinguished from the Manager series in that the former has responsibility for managing City planning functions and organizational units and requires specialized knowledge, training and/or experience.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Ensure compliance with land use and zoning laws and regulations.
2. Lead, coordinate, and resolve issues and conflicts that arise in the land use review, permitting, or inspections processes; work with other Bureau/Office managers and staff, City Council, attorneys, property owners, developers, building contractors, and other external stakeholders to reach resolutions; research source of conflicts, evaluate options, negotiate, and mediate.
3. Assess development trends and identify problem areas within existing zoning code language; advocate for zoning code amendments to resolve unclear or problematic language, and direct staff to evaluate regulatory solutions and alternatives; make recommendations regarding planning policy, regulatory tools, and zoning code language to the Planning & Sustainability Commission and City Council; write interpretations and policy on implementation of particular sections of code.
4. Direct the development of policy and regulatory formations and changes related to City planning, including growth management, land use, future physical development, economic development, housing policy, transportation, and the future delivery of municipal services.

5. Collaborate with Bureau/Office staff to design, scope, and manage complex, multi-disciplinary projects and resolve issues; weigh financial risks, public perception, political climate, case law, and policy implications in decision making.
6. Develop and monitor multi-year work plans for projects and activities in organizational unit; identify and recommend program priorities and long-range plans; respond to time sensitive issues with specific development proposals.
7. Communicate directly with commission members, elected officials and their staff, and staff of other Bureaus/Offices and agencies on zoning, permitting, long-range planning, and other land use matters; respond to inquiries from City Council regarding high profile, controversial, and confidential projects.
8. Represent Bureau/Office in communicating input on projects by other Bureaus/Offices in public settings such as interagency committees, public panels, and conferences, and before internal and external audiences.
9. Allocate resources to workload demands; assess factors including workload fluctuations, scheduling, staffing, procedural and process efficiencies, costs, and changing regulations and codes.
10. Develop and monitor unit performance indicators and identify opportunities for improvement; oversee development of new tasks and responsibilities for programs and projects.
11. Manage and direct the development, implementation, and evaluation of work programs, plans, processes, systems, and procedures.
12. Develop and establish performance requirements and personal development targets for staff, regularly monitor performance and provide coaching for improvement and development; evaluate performance and complete annual performance reviews.
13. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and Bureau/Office's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under minimal direction and review by a Manager III, Director, or other executive-level position.

Directly supervises a minimum of four (4) employees. Indirectly supervises staff assigned to subordinate positions.

KNOWLEDGE, ABILITIES, AND SKILLS

1. Knowledge of theory and principles of planning and urban design standards, practices, and trends.
2. Knowledge of principles and practices of leadership, operational and strategic planning, business communication, public administration, program evaluation, and budget preparation and administration.
3. Knowledge of principles of management, supervision, training, and performance evaluation.
4. Knowledge of relevant federal, state, and local laws, statutes, codes, regulations, standards, policies, and procedures that pertain to the organizational unit, including urban planning and design, and the ability to interpret and apply them.
5. Knowledge and skill in project management with ability to develop, plan, and initiate complex projects.
6. Ability to supervise and direct a diverse staff of non-technical and technical personnel.
7. Ability to communicate effectively both verbally and in writing; present information, proposals, reports, and recommendations clearly and persuasively.

8. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
9. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
10. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
11. Ability to utilize City-specific technology and general office software.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Bachelor’s degree from an accredited college or university with major course work in urban planning, architecture, urban design, or related field;

AND

Experience: Eight (8) years of progressively responsible experience related to land use planning, urban design, or related field, including four (4) years in a supervisory role.

Special Requirements and/or Qualifications:

Specific licensure or certification in the appropriate field may be required for certain positions.

Preferred Qualifications:

Advanced degree or professional certification in city planning or related field.

Experience working for a public agency.

A valid state driver’s license.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: