

CITY OF ONTARIO

CLASS CODE 2114 GROUP 3
DEPARTMENT REVIEW [Signature] DATE 11-16-95
PERSONNEL APPROVAL [Signature] 11-20-95
EFFECTIVE DATE _____
SUPERSEDES 10/31/86

PRINCIPAL PLANNER

DEFINITION

This is highly responsible professional and supervisory work involving the administration of programs within a division of the Planning Department. Under general direction, provides professional and technical services to advise, assist and administer policies established by the Planning Commission and the City Council on matters concerning the orderly growth of the City of Ontario, and supervises other professional planners, support personnel and clerical employees. Work is reviewed through observation, conferences, and analysis of reports.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervises the day-to-day activities and programs of a division of the department; supervises the collection, analysis, and publication of statistical and other data relating to land use, housing, population, etc.; supervises the review of development applications and/or specific plans for compliance with zoning ordinance regulations, City plans and policies, and the preparation of reports to the Planning Commission and City Council; supervises the conduct of environmental impact reports; confers with other departments, agencies, and civic groups on matters of joint concern.

OTHER JOB RELATED DUTIES

Makes recommendations relative to and supervises preparation of amendments to planning and zoning policies and standards; performs special planning studies; assists in the management of the Planning Department; performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

MINIMUM:

Bachelor's degree in Urban Planning, Public Administration, or closely related field; five (5) years of recent, progressively responsible, professional current and long-range planning experience, including two (2) years in a supervisory capacity (a master's degree related to planning may be substituted for one (1) year of experience, but may not be substituted for the required supervisory experience).

(continued)

Principal Planner

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Knowledge of: advanced and highly complex principles of urban planning; recent developments, current literature and information sources in the field of planning and zoning; research methods; laws underlying general plans, development review, zoning, land division and environmental review including the California Environmental Quality Act, State Subdivision Map Act, and state planning laws; principles of organization, administration and personnel management.

Skills: Excellent oral and written communication and time management skills.

Ability to: supervise, train and evaluate subordinates; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

DESIRABLE:

Knowledge of the theory, principles, and practices of municipal planning and zoning; knowledge of the latest developments and trends in local government and municipal planning; valid California driver's license.