



Under general direction and depending upon assignment, the Principal Planner manages and oversees professional and technical staff engaged in planning and environmental review and assessment services that involves the administration and development of community and general plans, zoning regulations, and environmental documents; represents the City and the department in complex negotiations and in public and official meetings; and provides responsible staff assistance to upper management.

**Knowledge of:**

- Functions, principles, methods, and techniques of public sector planning including land use planning, urban design, planning and zoning laws, and environmental impact analysis.
- Principles and practices of effective supervision such as selection, training and development, performance evaluation, and discipline.
- Current literature and recent developments in the field of public planning.
- Customer service principles and practices to assess needs, provide assistance, resolve problems, and satisfy expectations.
- General Plan elements and ability to prepare specific plans.
- Regulations and procedures affecting local planning agencies.
- Other disciplines related to city planning such as architecture, urban design, historical preservation, urban studies, environmental studies, transportation, public administration, and economic development.
- Statistical and research sources, concepts, and methods.
- Project management principles and practices.
- Applicable federal, state, and local laws and ordinances including the California Environmental Quality Act (CEQA).
- Methods and techniques of effective technical report preparation and presentation.

**Ability to:**

- Plan, assign, evaluate, and supervise the work of professional and other planning personnel.
- Participate in technical research on planning, environmental, economic, transportation, and related problems.
- Provide technical advice to subordinate personnel engaged in performing difficult assignments.
- Perform research, analyze data, prepare technical and administrative reports and correspondence, and present recommendations on complex planning projects.
- Establish effective working relationships with employees, public officials, and the general public.
- Develop alternatives and resolve conflicts among competing interests; persuade others



to accept recommendations by working with others towards agreement; negotiate to find mutually acceptable solutions.

- Represent the City in meetings with other City departments, organizations, and professional groups on matters pertaining to development applications.
- Communicate clearly and concisely, orally and in writing; make presentations before groups.
- Organize and manage complex planning teams.
- Analyze and develop planning policies and implementation strategies related to land use and community development.
- Interpret, apply, and ensure project compliance with federal, state, and local rules, laws, and regulations.
- Use common technology and software related to the work.

**Experience:**

- Six years of responsible professional planning experience involving general plans, zoning, and/or development services including two years in a supervisory or team leadership capacity.

**Education:**

- A Bachelors degree from an accredited college or university with major course work in planning, public or business administration, or other closely related field.
- A related Master's degree and possession of AICP Certification is not required, but is highly desired for this position.

**License or Certificate:**

- Possession of, or ability to obtain, an appropriate, valid California Class C driver license at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

To be considered for this position, applicants should attach a resume to the required completed City of Vallejo online application, and responses to a supplemental questionnaire by July 27, 2018 at 5:15 p.m.

**Applications may be obtained and completed on-line at the following link:**

<https://www.governmentjobs.com/careers/vallejo> or under "Employment Opportunities". Applicants must respond to the supplemental questions.