

CITY OF STILLWATER JOB DESCRIPTION

TITLE: Principal Planner	DEPARTMENT: Community Development
RANGE:	DIVISION: Planning
EFFECTIVE DATE: May 2007	REVISION DATE: January 2022
Exempt	

APPROVALS

 Department Head	 Human Resources Director	 City Manager
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PURPOSE OF POSITION:

This position will plan, organize, and oversee the planning function of the City; will provide high-level customer service and professional planning assistance for all city departments, citizens, developers, designers and boards/commissions/Council; will manage application process from application to final approval; will be responsive to city needs by evaluating proper codes, zoning, and by visioning the City's future. Position will, through their own work and the work of others, ensure applicant's submission meets requirements; coordinate development proposals; review development proposals with other departments; prepare technical comments and compile zoning history information for each case; ensure additional or revised information is provided by the applicant; and determine if special exceptions or variances to standards are required. The Principal Planner reports to the Community Development Director.

ESSENTIAL JOB FUNCTIONS:

- Manages and coordinates the activities of planning staff including determining work procedures and schedules; issuing instructions and assigning duties; reviewing work and reports; recommends personnel actions, to include hiring and disciplinary action; conducts performance reviews; and conducts employee coaching, divisional training and orientation.
- Prepares and reviews reports and presentations for, and attends meetings of, the City Council, Planning Commission and other boards, committees or public meetings dealing with land use and development related issues. Leads development review meetings.
- Provides information, professional advice, and assistance for individuals, departments, groups or the general public relating to general zoning and submission regulations and policies, code compliance, land use, and land development; investigates complaints related to land development projects and implements corrective action necessary to resolve complaints.
- Reviews, makes recommendations, and drafts proposed language to create or amend ordinances, the Municipal Code, and/or departmental processes and project tracking systems; provides direction related to maintenance and organization of zoning and planning records; and assists with enforcement of city codes for compliance.
- Coordinates projects and leads assignments for long-range planning initiatives, division strategic initiatives, census-related work, GIS and master plan development.
- Serves as the project manager for long-range and master planning activities, studies, reports and plans for future development and guidance of the City.
- Effectively and positively addresses important community planning issues with the public and private stakeholders.
- Makes recommendations for and assists in the implementation of department goals and objectives; implements policies and procedures; and assists in the preparation of the department budget.
- Responsible for coordination with other City departments and Administrative Services division on land use applications to ensure that all development issues are appropriately addressed.
- Performs other duties as assigned.

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

- Bachelor's degree in urban or community or regional planning, geography, public administration, architecture, landscape architecture or related field.
- Five years of experience in professional planning in a municipal planning agency that includes current planning, long-range and master planning; a Master's degree in urban planning or related field may be substituted for one year of experience.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENCES REQUIRED:

- AICP certification.
- Valid driver license. Must obtain Oklahoma license within thirty days of employment.

SKILLS, KNOWLEDGE & ABILITIES REQUIRED:

- Knowledge of modern principles and practices of municipal planning.
- Interpret and apply federal, state and local laws, regulations, policies and procedures.
- Ability to communicate clearly and concisely.
- Establish and maintain cooperative working relationships in the building and development community.
- Analyze problems, identify alternative solutions, predict consequences of proposed actions and implement recommendations in support of organizational goals.
- Evaluate technical data to ensure that plans and reports are in compliance with adopted codes, standards and guidelines.
- Use geographical information systems.
- Ability to prepare lengthy reports and documents.
- Ability to coordinate a complex and highly public planning process.
- Ability to compile, analyze, and organize technical information for plans and reports.
- Ability to supervise, train, and manage assigned staff.

PHYSICAL/MENTAL REQUIREMENTS:

- Must have ability to read reports, improvement plans and computer monitors.
- Must be able to occasionally work long hours in order to meet required review times and attend meetings.
- Must be able to work efficiently under stressful conditions.

ENVIRONMENTAL & SAFETY CONCERNS:

- Work is performed both indoors and outdoors in all weather conditions.
- Exposure to loud noises, traffic, moving equipment, dust, dirt, water, slippery and uneven surfaces.

JOB LOCATION:

- Work is primarily performed in City Hall office but also requires regular site visits and investigations during the review and construction phases of land development projects.
- Occasional travel to attend meeting, training courses, seminars and conferences is required.