

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Principal Planner	<b>Job Family:</b> 2
<b>General Classification:</b> Management	<b>Job Grade:</b> 35

**Definition:** To assist in the planning, organizing, and monitoring of long-range planning policies for the City; perform complex and difficult planning services related to advanced planning. Serve as staff liaison to the Environmental Planning Commission and provide staff supervision and training in the above matters.

**Distinguishing Characteristics:** This is the highest-level class in the Planner series. Positions at this level are distinguished from other classes within the series by the complexity of duties assigned in the specialty of advanced planning. Employees perform extremely complex, difficult, and responsible duties which require a great deal of independence of action and a full understanding of long-range planning goals and plans. Employees at this level are required to be fully trained in all procedures related to advanced planning.

Receives general direction from the Advanced Planning Manager. Exercises direct supervision over other professional, technical, and office expert clerical staff.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Plan, organize, implement, and supervise the work of long-range planning projects.
2. Provide staff support to the Environmental Planning Commission and other committees and policy advisory bodies.
3. Make oral presentations and prepare written reports to the Environmental Planning Commission and City Council on projects, the City's General Plan, Precise Plans, and Zoning Ordinance.
4. Ensure that advanced planning project timelines and requirements are met.
5. Negotiate and coordinate with applicants for projects to achieve General Plan goals and promote community objectives.
6. In the absence of the Advanced Planning Manager, may coordinate the work on long-range plans and policy documents and activities, including coordination and assistance to professional staff, interdepartmental staff, various committees, and

the public to interpret and determine the feasibility and impact of proposed projects.

7. Assist in hiring, training, and supervising professional staff, other division staff, and consultants. Participate in management decisions and assignment of tasks and work programs for the Planning Division.
8. Manage highly complex long-range planning projects requiring coordinating and building effective working relationships with other City departments, outside agencies, and consultants.
9. Organize and participate in meetings, public hearings, and community gatherings.
10. Advise and recommend action to the staff, Environmental Planning Commission, and City Council on local and regional planning matters.
11. Prepare and administer contracts for consulting services.
12. Assist or lead improvements in planning procedures and related information systems.
13. Participate in the development and implementation of the City's planning policies.
14. Perform other related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Theories, principles, and practices of land use, urban design, and architecture; planning policies; laws and legal prerequisites pertaining to policy development and land development (e.g., California Environmental Quality Act (CEQA), etc.); relationship between current implementation activities and long-range goals; City Zoning Ordinances and zoning techniques; engineering, economic, architectural, sociology, and urban design theories, principles, and practices; and City administrative procedures.

Ability to: Analyze proposed plans and identify community problems and potentials; coordinate community plans and planning projects; statistical analysis; work effectively with other departments, groups, and agencies; develop creative solutions to planning problems; supervise management, professional, and support staff; communicate effectively with elected and appointed officials and the public.

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**Experience and Training Guidelines:** Combination of relevant education, experience, and training that satisfies the required minimum qualifications, knowledge, and abilities.

Four years of professional planning experience with an emphasis in design and at least one year of experience performing duties comparable to a Senior Planner with the City of Mountain View. Possession of a bachelor's degree from an accredited college or university in urban or regional planning, architecture, or a closely related field. A master's degree in urban planning may be substituted for one year of the required experience.

**Required Licenses or Certificates:** Possession of, or ability to obtain, a valid California driver's license.

**Working Conditions:** In addition to the regular work schedule, this position must be available to work evenings and weekends to attend meetings, seminars/workshops, and training as needed.

Established: February 1980

Revised: July 2019

HRD/CLASS SPECS

Principal Planner