

## PRINCIPAL PLANNER

**Department:** Planning & Redevelopment  
**Division:** \_\_\_\_\_  
**Reports to:** Planning Director

**Classification/Grade:** M3  
**FLSA Status:** Exempt  
**Date Approved:** \_\_\_\_\_

*Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.*

### **DEFINITION**

Under the direct supervision of the Director, manages, coordinates and directs one or more of the City's major planning efforts, from current planning, long-range projects, redevelopment, environmental planning, and code enforcement; assists the Director in organizing, integrating and administering operations and service delivery; supervises professional and technical staff; and performs related work as assigned. This is a management-level position, which requires an individual who is capable of exercising independent judgment.

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

**(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)**

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Provide day-to-day leadership and works with staff to ensure a high-performance public service-oriented work environment that supports achieving the planning department's and the City's mission.
3. Act on behalf of Director in the absence of the Director.
4. Serve as an advisor and resource in planning issues; meet with citizens, developers, businesses and various other groups to provide information on policy, procedures, planning requirements, opportunities and constraints; organize workshops and training sessions.
5. Interpret, explain and apply provisions of code, applicable laws and regulations, and other policies and standards to internal and external customers; evaluate compliance with zoning and other city ordinances.
6. Establish schedules and methods for providing professional planning services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
7. Supervise the preparation of staff reports and agendas; review reports for compliance with department standards and city codes/master plan; monitor submitted reports for timeliness and quality; evaluate the performance of subordinate staff; ensure work quality and adherence to established policies and procedures.
8. Supervise the review of development applications, building permits, improvement plans, and code enforcement; resolve issues or complaints on review procedures, requirements and results.
9. Accept and process applications for master plan amendments, redevelopment financial applications, subdivision maps, use permits, and related zoning/planning and regulation items. Coordinate with development applicants in the progression of their applications.
10. Participate in development of department budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor expenditures and consultant contracts.
11. Research and prepare reports concerning the Master Plan, redevelopment, transportation, environmental plans and other plans, and the Mesquite Municipal Code; present information to boards and commissions as needed. Write and administer grant applications.
12. Use computer and software programs for various technical planning projects and studies.
13. Perform the work of lower level employees as required.
14. Be dependable and meet acceptable attendance requirements at all times.

15. Follow all applicable safety rules and regulations.

### **OTHER JOB FUNCTIONS**

- A. Perform other related duties as assigned, including assisting other functions of the department and city committees: Architectural Review, Code Enforcement, GIS, Historic Preservation, Information Systems, and Redevelopment.
- B. Assist customer service functions of Planning & Redevelopment, Building and Capital Projects, and Public Works Departments as needed.

### **QUALIFICATIONS**

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactorily perform the essential functions of this position at a minimum.

#### **Knowledge of:**

- Theory, principles and practices of community planning, including techniques for the development of various aspects of a master plan, redevelopment plan, environmental plan, and other city plans.
- Application of land use, physical design, economic, environmental, and/or social concepts to the planning process.
- Principles of geographic information systems.
- A working knowledge of zoning ordinances and planning procedures, and structure of council-manager municipality.
- Site planning, architectural design, terrain constraints, circulation patterns, landscape design, and land use compatibility.
- Supervisory management and technical writing skills.
- Microsoft Word and Excel, or similar word processing and spreadsheet programs.
- Customer service needs and delivery, with an emphasis on problem solving.

#### **Ability to:**

- Communicate effectively with the public and staff with tact and diplomacy.
- Make field investigations and work with the public in a polite, professional, and effective manner.
- Present concise and accurate written reports.
- Use desktop GIS tools such as ESRI ArcGIS.
- Work alone and as part of a team.

#### **Experience, Education and Training:**

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Bachelor's Degree in Planning, Public Administration, or closely related field.

Experience: Six (6) years of experience in planning or community development field, including three (3) years of administrative or lead supervisory experience. A Master's Degree in Planning, Public Administration, or closely related field may be substituted for one year of experience.

License or Certificate: **American Institute of Certified Planners (AICP) certification is required.** Must possess, at the time of employment and continuously throughout employment, a valid driver's license.

## **WORKING CONDITIONS**

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; standing and conversing with the general public, builders, and developers; vision to read printed materials and a VDT screen; and hearing and speech to communicate in person or over the telephone. Moderate physical exertion is required due to occasional bending, twisting, reaching, kneeling, and walking. Must carry/lift/push or pull loads of up to 40 lbs.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Approved: July 2009