



CITY OF GLENDALE

Job Code: E546
Job Title: Principal Planner
Salary Range: Annually \$ 69,576 - \$ 104,364

Job Summary:

Participates in the planning, organizing, and directing the activities and staff of the Planning Division. Manages and supervises the current planning and development review functions of the Planning Division and at times functions as the acting Planning Administrator. possesses extensive urban planning expertise and may participate in advanced, highly-complex planning activities.

Essential Functions:

1. Supervises, assigns projects to staff, acts as project manager for specific projects and directs the activities of professional, paraprofessional and technical planning staff.
2. Assists in planning, organizing and directing the activities of the Planning Division.
3. Monitors progress and evaluates projects and staff performance results, including personnel issues, performance evaluations, monitoring staff activities and participates in the hiring of new staff.
4. Assists with administering the General Plan, Zoning Ordinance, Design Guidelines, Strategic Plan and performance goals of the Division as a component of development review.
5. Oversees the City's development review process and multidisciplinary development review team.
6. Supports resolution of customer service issues and disputes presented by the general public, development community, City Management and City Council regarding development requirements and procedures.
7. Provides information, technical assistance and professional guidance to developers, attorneys, the general public, Planning Commission, City Council, City Management and staff.
8. Makes oral and written presentations to City Council, Planning Commission, Board of Adjustment, Historic Preservation Commission and other boards and commissions as directed by the Planning Administrator.
9. Attends public participation meetings, including evenings and weekends to mediate and resolve issues and development disputes.
10. Meets and consults with other City officials, other jurisdictions, major developers, and the public on matters pertaining to planning projects.
11. Serves as liaison and performs all necessary functions in support of the Planning Commission.
12. Performs and manages complex and sensitive professional planning projects, research and analysis.
13. Advises the Planning Administrator on all planning-related matters and serves as Planning Administrator in his or her absence.
14. Ensures appropriate training is provided to staff.

15. Evaluates and reports on operations and activities of assigned responsibilities and assists with maintaining, recommending improvements and revising department procedures as needed
16. Handles sensitive personnel matters
17. Participates in budget preparation and administration, monitors and controls expenditures, prepares cost estimates for budget recommendations; submits justifications for budget items.
18. Performs other related duties as assigned.

Minimum Qualifications & Special Requirements:

Master's degree in urban planning, urban design, or a related field preferred, and five years of progressively responsible experience in urban planning or community development, including at least two years of supervisory experience. AICP certification preferred.

Knowledge of:

The principles, practices, and methods of urban planning, local policies and available implementation techniques.

Modern principles and practices of personnel management, supervision, and training.

Data gathering, research methods, data review, statistical principles, reporting, and presentation techniques related to urban growth and development.

Federal, state and local land use law, including recent changes, zoning and subdivision regulations, land use economics, and zoning administration techniques.

Negotiation, conflict management, and consensus building techniques.

Citizen involvement techniques and processes.

Urban design, site planning and landscape principles, and the basic principles of civil engineering, traffic engineering, architecture, and landscape architecture.

City policies and procedures related to land use and development and the various development review processes of the City.

Project management and organizational principles.

Methods and techniques of effective technical report preparation and presentation.

Budgeting procedures and techniques.

Recent developments, current literature and sources of information related to municipal planning and administration.

Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, econometric impact analysis, or GIS

Graphic and cartographic design and layout techniques.

Ability to:

Effectively plan, organize, train, develop and direct the activities of a professional and technical staff.

Conduct research, compile data, analyze finding, identify key issues, and prepare professional recommendations and make decisions.

Plan, organize, and manage the activities of project teams and multiple projects to completion deadlines.

Communicate effectively with superior verbal and writing skills.

Exercise considerable initiative and independent judgment; be innovative and detail-oriented.

Provide outstanding customer service.

Establish and maintain effective working relationships with co-workers, citizens, business owners, city officials, upper management, attorneys, developers, consultants and other design professionals.

Comprehend regulations, policies and guidelines.

Implement city ordinances and policies, review site plans and architectural elevations, and analyze the potential impact of development proposals.
Observe, review and check the work of others to ensure conformance to standards.
Establish and maintain effective working relationships with developers and other professionals, elected and appointed officials, government jurisdictions, co-workers, and the general public.
Effectively use graphics, maps, layouts, base maps, or other visual aids.
Comprehend and make inferences from written materials such as census data, surveys, various studies, or government reports.
Review or check the work products of other to ensure conformance to standards.
Plan, analyze, prepare and present staff recommendations and positions on planning projects and policies to a variety of audiences.
Read and interpret City plans, regulatory codes, technical and operational documents, reports, research material and information, blueprints, and maps.
Analyze applications and apply relevant regulatory ordinances and codes.
Operate standard office equipment including a personal computer using program applications appropriate to assigned duties.
Strong interpersonal skills to develop good working relationships at various levels and to resolve complaints and supervise employees.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities is qualifying.

Special Requirements

Valid Arizona driver's license.

Working Conditions:

Office setting.

FLSA Status:

Exempt

To apply, click here: <https://glendaleaz.munisselfservice.com/employmentopportunities/default.aspx>