

CITY OF FONTANA PRINCIPAL PLANNER

DEFINITION: Under direction of the Planning Manager, provides professional and technical services to advise, assist and administer policies established by the Planning Commission and the City Council on matters concerning the orderly growth of the City; supervises other professional planners, support personnel and clerical employees.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Plan, direct, coordinate, review and participate in data collection, data analysis, and plan development for planning, zoning, and policy development activities.
- Assist in budget preparation.
- Supervise special planning, zoning and environmental studies.
- Review plans and tour sites. Recommend issuance of permits and determine need and level of review.
- Prepare statistical and narrative reports and findings. Compile data and prepare reports.
- Advise developers regarding development applications and processes. Interpret and explain ordinances, regulations, and directives regarding development practices. Make recommendations regarding development permits, variances, tentative tract maps, other zoning applications, and general plan amendments.
- Assist in the supervision and evaluation of subordinate personnel.
- Supervise the review of development applications and/or specific plans and community plans for compliance with zoning ordinance regulations, City plans and policies, and the preparation of reports for the Planning Commission, City Council, and other City and regional agencies.
- Attend and participate in public meetings.
- Coordinate and confer with other departments, agencies, and civic groups on matters of joint concern.
- Monitor and ensure City compliance with State and federal laws, guidelines, and standards.
- Participate in the selection of staff; provide or coordinate staff training; work with subordinate to correct deficiencies.
- Assist in conducting Development Advisory Board and Project Managers meetings.
- Serve as Acting Planning Manager in the Manager's absence.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Communicate clearly and concisely, both orally and in writing.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires far and near vision in reading written reports and other work related

documents. Acute hearing is required when providing telephone and counter assistance.

EXPERIENCE AND TRAINING GUIDELINES: A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have the knowledge of:

- Advanced and highly complex principles of urban planning.
- Recent developments, current literature and information sources in the field of planning and zoning, research methods, laws underlying general plans, development review, zoning, land division and environmental review. The aforementioned also includes the California Environmental Quality Act, State Subdivision Act and State planning laws.

Experience: Five (5) years of recent, progressively responsible, professional current and long-range planning experience, including two (2) years in a supervisory capacity.

Education: A Bachelor's Degree in Urban Planning, Public Administration, or a closely related field. A Master's Degree in planning may be substituted for one (1) year of experience, but may not be substituted for the required supervisory experience.

Licenses/Certificates: Possession of and continuously throughout employment, a valid CA Class "C" Driver's license.