



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 832.7

Job Title: **Principal Planner**

Pay Grade: 26

GENERAL SUMMARY:

The position supervises and participates in advanced, highly-complex professional planning activities. Some functions of the position are similar to the Planner IV; however the Principal Planner position supervises moderately sized sections within the organization and is expected to exercise greater independence and judgment.

RESPONSIBILITIES:

- Performs advanced professional work related to a variety of highly-complex planning assignments.
- Establishes goals, trains, and evaluates employee performance.
- Supervises personnel in the review or implementation of specific planning programs, regulations, or ordinances.
- Consults, or assists in consulting, with community groups, government agencies, stakeholders, and appointed officials in the development and implementation of regulations, planning documents, or programs.
- Presents, or supervises personnel presenting, detailed reports or planning documents to government bodies.
- Researches and compiles information on a variety of planning issues from multiple sources in order to formulate recommendations on policies and regulations.
- Prepares maps and other graphical representations of data of varying complexity.
- Works closely with the public on planning programs, requirements, or ordinances.

SPECIFICATIONS:

KNOWLEDGE:

Requires advanced knowledge of planning principles, practices, and policies; as well as in-depth knowledge within one or more planning disciplines. Knowledge of this level is typically obtained through years of experience and a Bachelor's degree in Urban Planning, Architecture, Civil Engineering, Geography, Public Policy or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

EXPERIENCE:

Eight years of progressively responsible planning experience required, with at least one year in a supervisory or project manager capacity.

A Master's degree in Urban Planning, Architecture, Civil Engineering, Geography, Public Policy or closely related field may be substituted for two years of experience.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies, and/or precedents. Advanced analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

SPECIFICATIONS (cont'd):

IMPACT OF ACTIONS:

Errors could lead to moderate expenses and inconveniences. Work is typically performed under limited general supervision. The incumbent at time works from broad goals and policies. In addition, the incumbent may have some participation into setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision, and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has moderate levels of input as it pertains to personnel actions such as hiring, termination, and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a manager of the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professional, supervisors, Managers, and Assistant Directors. Interaction requires moderate tact and cooperation; e.g., answering questions, giving directions in response to moderately complex requests, obtaining necessary information, and/or lower-level problem resolution.

External Contacts:

Level of external contact is primarily with citizens, visitors, and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Assistant Planner
Planner I
Planner II
Planner III
Planner IV
Principal Planner
Planner Manager

Effective: March 2016