

PRINCIPAL PLANNER

NATURE OF WORK

This is highly responsible professional and administrative planning work.

Work involves assisting the Director in the overall formulation, modification and improvement of master and subsidiary plans for the physical growth and development of the City of Lincoln and Lancaster County, and/or in the overall administration of the zoning and subdivision ordinances for land use development applications. Considerable independent judgment is required in the application of professional techniques and principles to the unusual, more complex and special planning projects. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of the established policies and legislative requirements. Work is performed under the general policy direction of the Director of Planning, and in compliance with the City Charter and related legislative requirements. Supervision may be exercised over professional, technical and clerical subordinates.

EXAMPLES OF WORK PERFORMED

Perform the more difficult, complex and special planning assignments; may supervise professional, technical and clerical staff in their performance of a wide variety of planning work.

Assist the Director in administering the Comprehensive Plan, preparing the Capital Improvements Program, administering the federal transportation program, administering historic preservation and design review programs, and/or administering the land use regulations of the City of Lincoln and Lancaster County.

Supervise and assist in the compilation of social, economic and planning data used in the analysis of planning problems; assist in the interpretation and modification of comprehensive plans and land use regulations; prepare studies and make recommendations on public and private land uses.

Advise and cooperate with municipal officials, members of the local development community and the general public in connection with new or contemplated capital improvements; facilitate negotiations and agreements between the City and County and developers on planning and development projects.

Attend a variety of meetings such as the City Council, County Board and Planning Commission for the purpose of acting as a professional and technical advisor on matters related to planning and development.

Conduct professional presentations for and prepare communications with the Mayor, City Council, County Board, Planning Commission and various committees, neighborhood and development groups.

May represent the Director at various meetings such as the City Council, County Board and with the Mayor's Office.

Coordinate information requests from City Council and various entities affected by department projects; prepare comprehensive reports based upon careful research and study of specific problems.

Coordinate the investigation of complaints regarding departmental projects and present or offer resolutions after consulting with the appropriate persons.

Coordinate the review and analysis of land use proposals.

Provide guidance to the Planning Department staff and other City and County departments on short range and/or long range planning.

Assign subordinates to field surveys for the purpose of gathering information related to land use and other planning projects; supervise the compilation of materials and the writing of reports pursuant to such surveys.

Plan, organize and assist with directing the activities of the Development Review or Long Range Planning divisions, and assist the Director in managing the activities of the Information Technology Services Division.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of urban planning.

Thorough knowledge of economics, municipal finance, sociology, and urban design as applied to city planning.

Thorough knowledge of the State Statutes, City Charter, and the various ordinances, codes and regulations pertaining to planning and zoning.

Thorough knowledge of municipal agencies' various operations and legal procedures in connection with planning and zoning.

Ability to supervise professional, technical and clerical staff under the general direction of the Director.

Ability to assume responsibility for the assignment of work, the checking and review of work in progress, and the accuracy and quality of completed work.

Ability to anticipate problems and visualize adequate and appropriate solutions.

Ability to present technical and policy information clearly and in an interesting manner to lay groups, the general public, professional organizations and various governmental departments and agencies.

Ability to develop and maintain effective working relationships with employees, officials, other agencies, applicants, and the general public.

Ability to plan, organize and monitor a variety of activities.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in one of the social or engineering sciences, and completion of graduate studies with a masters degree in city, regional or urban planning recognized by the American Planning Association; and thorough experience as a planner at a professional level including experience leading multi-disciplinary/interdepartmental projects or supervising subordinates.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in one of the social or engineering sciences, and completion of graduate studies with a masters degree in city, regional or urban planning recognized by the American Planning Association; and considerable experience as a planner at a professional level; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Department Head

Personnel Director

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