CITY OF LARAMIE
PRINCIPAL PLANNER

DEFINITION
Under direction of the Planning Manager the Principal Planner will perform a variety of professional and technical support in the fields of current and long-range planning for City programs and planning functions; and to provide information and assistance to developers, the business community, and the public on planning, zoning, land use, and development related matters. This is the advanced journey level class in the professional planner series. The Principal Planner position is distinguished from the Associate Planner positions by the level of responsibility assumed and the complexity of duties assigned.

SUPERVISION EXERCISED
Principal Planner, under the direction of the Planning Manager, may supervise the Associate Planner, technical, clerical and secretarial staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Trains, assigns, directs, supervises, evaluates and disciplines the work of staff responsible for providing professional planning services to the City.

Plan, direct and participate in planning activities, policy development and project management activities.

Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.

Prepare specific plans, new ordinances and amendments, and coordinates taking them through the approval process.

Oversee and manage the preparation and reproduction of master plan maps; research various open space areas and other issues within the master plan; provide staff support for preparation of revised ordinances.

Reviews current planning projects including annexations, subdivisions, variances, conditional uses, zone changes, site plan reviews, comprehensive plan amendments and commercial developments.

Prepare staff reports for various committees and advisory boards as directed; prepare research, reports, and maps; provide oral presentations to public boards, committees, and commissions.
Oversees and manages the development and updating of long range planning documents such as design guidelines, development code, environmental plans, comprehensive plans, parks and trails plans, neighborhood plans and corridor plans.

Perform analysis of development trends using a variety of data collection methods; draft maps and other graphic information displaying relevant development information for the City Council, Planning Commission and other advisory bodies.

Develop and maintain a database of statistical information essential to the development of planning-related studies and policies in the City; assist in the development and maintenance of the geographic information system (GIS) database.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of planning.

Compile information for a variety of studies and reports; conduct office and field research of residential and commercial designs, land use, environmental, and zoning issues; research, collect, record, analyze, interpret, and summarize social, economic, population and land use data and trends; develop recommendations and prepare written reports on various planning matters and elements of the general plan.

Inspect properties and structures for compliance with current City zoning codes and regulations; identify corrective actions to be taken by owner; recommend improvement and rehabilitation programs; conduct follow-up inspections as required.

Reviews and evaluates building construction and site plans and specifications to ensure compliance with applicable zoning codes and ordinances and standards.

Advise architects, landscape architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies, ordinances, and standards; provide and clarify information relative to zoning, general plan compliance, and other issues.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Participate in coordinating City planning and development related activities with other City departments and with outside agencies.

Represent the Department at committee meetings as assigned.

Research and prepare City plans, projects, codes, and ordinances for review.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of current and advanced planning.

**OTHER JOB RELATED DUTIES**
Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles and practices of current and long-range urban and regional planning.

Principles and practices of land use planning and zoning.

Recent development, current literature, and sources of information related to information on planning and zoning.

General principles of construction as they apply to design review and developing alternative approaches to comply with local standards and guidelines.

Pertinent Federal, State, and local laws, codes, city ordinances, department policies and procedures and regulations including those governing general plans, environmental matters, design, zoning, and land use.

Modern office methods, practices, procedures and equipment, including computer hardware and job-related software programs necessary for graphic presentation, mapping, and database management.

General knowledge and application of geographic information system (GIS) software principles and practices such as ArcView, Map Info or similar.

Current social, political, and economic trends.

Methods and techniques of effective technical report preparation and presentation.

Research techniques in the field of urban and regional planning.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Prioritize and plan.

**Ability to:**

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Analyze site plan designs, construction drawings, terrain constraints, circulation, land use compatibility, utilities, and other urban services.
Enforce ordinances and regulations effectively and tactfully.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Conduct thorough investigations and research, collect, compile, and analyze information and data.

Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious interpersonal working relationships with those contacted in the course of work.

**Education and Experience Guidelines:**

*Any combination equivalent to education and experience that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Four years of professional planning experience in local or regional planning, architecture or related field.

Equivalent to a bachelor’s degree from an accredited college or university with major course work in urban or regional planning, environmental planning, public or business administration, or a related field.

A Master’s Degree in a related field is preferred and may substitute one year of work experience.

**License or Certificate:**

Possession of American Institute of Certified Planners certification is desirable.

Possession of, or ability to obtain, a valid Wyoming driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some ability to travel to different sites; some exposure to outdoors.

**Effective Date:** March 2016

**Reviewed by HR:** November 2018