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**Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title: Planner, Principal**

**Department:**  Planning & Development Services

**Pay Grade:** 115

**FLSA Status:** Exempt

**JOB SUMMARY**

This position performs professional and supervisory work in short- and long-range planning programs for the City of Columbia; coordinates the design review process; provides staff support to the Design and Development Review Commission; and performs related professional and administrative work as assigned. This position also works with interdisciplinary team on a variety of complex land use, transportation, and design projects. Contributes to City plans, policies, and at the long range planning and site specific projects. The position is often a project manager for larger and small projects. The incumbent works under general supervision, works independently, and is required to perform basic project management for basic planning projects.

**ESSENTIAL JOB FUNCTIONS:**

* Performs professional planning work in short- and long-range planning projects for the City of Columbia;
* Coordinates the design review process;
* Supervises subordinate planner(s); supervisory duties include instructing, assigning and reviewing work, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, assisting with the selection of new employees, and recommending employee discipline as appropriate. Provides training, advice and assistance as needed;
* Serves as secretary to the Design/Development Review Commission (DDRC) charged by City Council to review projects in specific historic and design districts for appropriateness and compliance with established codes and regulations;
* Assists with all facets of the Planning Commission, Design/Development Review Commission meetings, including meeting with applicants, writing evaluations, staffing meetings, and maintaining pertinent records from meetings;
* Plans and implements the designation of new historic and design districts based on complex architectural survey information, citizen input and political considerations; prepares associated architectural guidelines;
* Meets and coordinates design projects with architects, developers, property owners and others; interprets design ordinances and design review guidelines and procedures;
* Provides staff support to the Design / Development Review Commission (DDRC) charged by City Council to review projects in specific design districts for appropriateness and compliance with established codes and regulations;
* Reviews building plans and elevations for compliance with design standards; conducts site visits as necessary;
* Determines suitability of building projects; prepares recommendations for approval or denial to the DDRC;
* Oversees the enforcement of design ordinances;
* Provides leadership in site specific urban design review;
* Contributes to urban design expertise at all levels; provides education and assistance to other disciplines within the City and community;
* Acts as a spokesperson to the importance of quality urban space;
* Ensures the integration of urban design principles through all city plans, infrastructure projects;
* Acts as lead project manager for multiple diverse planning projects;
* Researches, gathers, interprets and prepares data for planning studies, reports and recommendations; prepares a variety of studies, briefs and reports for decision-making and presentation purposes;
* Receives and responds to inquiries, requests for assistance and concerns pertaining to City planning projects, regulations and ordinances;
* Participates in department marketing and public relations efforts; makes public presentations to inform the public about planning projects and programs;
* Administers the local preservation tax incentive program;
* Serves as liaison to state and local organizations engaged in design and preservation activities;
* Maintains records pertinent to planning and development programs and projects;
* Assists in coordinating department activities and functions with those of other City departments, County departments and outside agencies as appropriate;
* Provides instruction and leadership of subordinate staff as assigned; provides advice and assistance as needed;
* Performs routine administrative / clerical work as required, including entering and retrieving computer data, copying and filing documents, assembling materials, typing reports and correspondence, ordering office supplies, etc.;
* Attends training, seminars, conferences, meetings, etc., to enhance job knowledge and skills; keeps abreast of federal, state and local case law and new trends and innovations in planning and ordinance administration; and
* Performs other related duties as assigned.

**MINIMUM REQUIREMENTS TO PERFORM WORK:**

* Master’s degree in urban or regional planning, architecture, landscape architecture or closely related field;
* Five (5) years of relevant prior experience;
* Required to type 30 corrected wpm;
* American Institute of Certified Planners;
* Valid South Carolina Class “D” Driver’s License.

**Knowledge, Skills and Abilities:**

* Knowledge of mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic or geometric construction. May use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical classifications or schemes;
* Ability to coordinate or determine time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities;
* Ability to synthesize or integrate analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures or methodologies based on new facts, knowledge or interpretations;
* Ability to persuade or influence others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations or ordinances;
* Ability to handle or use machines requiring moderate instruction and experience such as computers, and software programs such as word processing, spreadsheets or custom applications;
* Ability to perform work involving the application of principles of logical thinking to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact;
* Ability to read journals, manuals and professional publications; speaking informally to groups of co-workers, staff in other organizational agencies, the general public, people in other organizations; presenting training; composing original reports, training and other written materials using proper language, punctuation, grammar and style;
* Ability to perform advanced professional-level work methods and practices in the analysis, coordination or interpretation of work of a professional, engineering, fiscal, legal, managerial or scientific nature and the ability for formulate important recommendations or make technical decisions that have an organization-wide impact. Requires sustained, intense concentration for accurate results and continuous exposure to sustained, unusual pressure; and
* Ability to make decisions, affecting a large segment of the organization and the general public; works in a dynamic environment; responsible to assist in developing policy and practices.

**PHYSICAL DEMANDS:**

The work is considered light and involves walking or standing some of the time and involves exerting up to 20 pounds of force on a recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy. The work requires the following physical abilities to perform the essential job functions: grasping, hearing, mental acuity, speaking, talking, visual acuity, and walking.

**WORKING CONDITIONS:**

Work environment may involve exposure to adverse weather conditions, including extreme heat or cold, and wetness or humidity, traffic hazards; and is safe and secure that may periodically have unpredicted requirements or demands.

*The City of Columbia has the right to revise this position description at any time, and does not represent in any way a contract of employment.*

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Employee Signature Date

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Supervisor (or HR) Signature Date