

CITY OF CHATTANOOGA
Classification Specification Title: Principal Planner

Department: City Planning

Pay Grade: GS.12

**Supervision Received From: Dep. Admin CP, Dir. Design
Center, Dir. Development & Dir. Transportation Planning**

FLSA Status: Exempt

Established: 2/4/13

Supervisory Responsibility For: None

Revision Dates: 4/3/25;

**2/5/25; 7/18/24; 10/20/23;
1/11/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for coordinating and managing complex planning projects and development proposals; conducting planning-related research and studies; and for formulating creative and responsible recommendations on public policy and complex zoning applications within the scope of applicable local, state, and federal regulations and laws. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL: This is the third level of a three-level planner series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Manages and coordinates complex planning projects, development proposals, project reviews, sustainability and special studies which may include, but is not limited to, project feasibility, estimated cost, projected timelines, land use, transportation, urban design, zoning review, zoning text amendments, and other planning needs.

Serves as team leader; formulates project work plan, assigns tasks to team members, monitors task progress, completions, project timelines, and deliverables.

May serve as a lead to lower-level staff which includes prioritizing and assigning work; training staff on work methods and procedures; placing employees on performance review programs.

In the departmental director's absence may assume duties to support the maintenance of departmental functions.

Researches, collects, analyzes and interprets data, information and uses geographical information systems (GIS) tool to evaluate, analyze and query planning-related data.

Develops policy, ordinances, regulations, grant applications, requests for proposals and/or technical reports related to land use, transportation, and capital improvements; resilience sustainability, and incorporates community values and priorities, planning principles and research to formulate recommendations based on findings.

Reviews zoning and development proposals and prepares findings for Planning Commission(s) which includes but is not limited to organizing meetings, preparing informational packets for members and performing other related activities.

Interprets adopted plans, codes, and standards; advises engineers, site planners and the public on proper land use in conformance with existing ordinances, laws, and regulations; and responds to related questions and requests for information.

Creates and updates maps by gathering, reviewing, copying and entering data into the geographical information system.

Develops and organizes the appropriate public process and public meeting design, methods, presentations, materials, and other visual and written communication tools to facilitate project review, public meetings and community outreach; and serves as lead presenter/facilitator for contentious/complex projects.

Collaborate with other departments geared toward leading a project team for ordinance amendments and other special projects.

Represents the City and/or the Agency at a variety of internal and/or external meetings, public events, training sessions, on committees and/or other related events in order to receive and convey information.

Performs field inspections to gather data relevant to the development review process and to verify development projects comply with approved plans.

Assists in the development of project budgets and verifies contract expenditures and compliance.

Creates a variety of materials such as maps, reports and brochures, visual presentations, site plans and renderings for presentation in meetings and to facilitate community education and outreach activities with neighborhood associations, advisory boards, and elected officials.

Reviews, interprets and applies federal, state and local regulations as they relate to planning projects.

Working with public stakeholders, City Council, the County Commission and other City/County staff to gain insight on community needs through public meetings; and outreach.

Coordinating research to provide analysis and summary of existing conditions and future trends.

Work with neighborhoods and partners on grant projects and implementation to provide expertise regarding urban design and best management practices. Involvement in the development of policy and creation of new zones and districts.

Performs field research which includes data gathering and mapping.

Administer and implement agency wide standard operating procedures.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Master's degree in Planning, Urban Design, Public Policy or Environmental Science and five (5) years experience in land use, transportation or urban design planning, as well as in using a geographical information system; or any combination of equivalent experience and education..

LICENSING AND CERTIFICATIONS: Valid Driver's License

American Institute of Certified Planners is preferred

SUPPLEMENTAL INFORMATION:

Knowledge of one or more planning disciplines such as urban design, affordable housing, economic or community development, environmental/natural resources planning, historic preservation or land use; research methods; environmental planning principles; mathematical concepts, including statistical methods; site planning and architectural design principles; planning terminology, methods, materials, practices and techniques; budgeting principles; customer service and public relations principles; mapping software applications; project management principles and practices; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures; grant process and writing.

Skill in prioritizing and assigning work; using computers and related software applications; providing customer service; implementing public relations programs; managing projects; managing multiple priorities simultaneously; manipulating Geographic Information System (GIS) data; managing complex projects; performing mathematical calculations; compiling data from multiple external sources; designing and executing surveys; reading and interpreting architectural and engineering drawings; reading maps and scales; conducting research; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; organizing, collecting and analyzing data; resolving conflict; creating and giving presentations; speaking in public; and effective writing techniques, preparing reports and documents; and, communication and interpersonal skills as applied to interaction with co workers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Light Work: Exerting up to 20 pounds of force occasionally and/or up-to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.