



JOB DESCRIPTION

PLANNING MANAGER

DEFINITION

Under the general supervision of the Director of Development Services, manages the planning division and planning-related activities of the City and performs a variety of professional, complex planning work.

CLASS CHARACTERISTICS

The Planning Manager classification is distinguished from the next lower classification by the Division-wide nature of responsibilities and supervising role of planning staff in the Development Services Department.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Plans, organizes, directs and coordinates all Planning Department activities projects and programs.
2. Plans, assigns, directs, and reviews the work for assigned professional, technical and support planning functions and staff. Coordinates planning activities with those of other City departments and outside agencies. Serves as the City's principal staff person to the Planning Commission.
3. Develops and implements procedures for the processing of work; analyzes proposed projects and prepares staff reports including recommendations on actions to be taken and related justifications; confers with developers and citizens on proposed projects and gives direction and advice on how to gain compliance with City policies, codes and regulations. Establishes and monitors a consistent application of development standards, project review and environmental analysis.
4. Responsible for the preparation of City-initiated specific plans and ordinances related to development projects and their review.
5. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assess and monitors workloads; identifies opportunities for improvements.
6. Presents and justifies proposed plans, plan revisions, ordinances and other recommendations involving advance, current and related planning functions; develops, implements and maintains a sound general plan; conducts comprehensive housing, transportation, environmental and land use planning; directs current planning activities including the City's development review process including annexation, zoning, development applications, subdivisions, historic preservation, environmental review, design review activities and related projects. Conducts the most complex and difficult review of development projects.
7. Manages the preparation of planning studies and other related work by administering contracts, directing and monitoring consultants and their services/work products. Integrates consultants' work into department work program as needed.,



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8. Assists the Director in the preparation of and manages and implements the Planning Division annual/biannual program budget.
9. Maintains a comprehensive knowledge of applicable laws/regulations; stays informed of new trends and advances in the profession.
- 10.. Serves in the absence of the Director of Development Services in the supervision of the activities of Building and Safety Division and Code Compliance Division.
11. Represents the City on various local and regional committees/working groups pertaining to land use, planning and development policies, matters and technical issues.
12. Reviews community growth patterns, trends in land use, community needs and other factors in originating recommendations for maximizing community development/planning programs for the City.
13. Serves as planning liaison to various regional board, commissions and committees.
13. Performs other duties as assigned.

QUALIFICATIONS/GUIDELINES

Education and Experience

A combination of education and experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Minimum combinations include a bachelor's degree in planning or a closely related field from an accredited school; and at least seven years of progressively responsible experience in municipal planning administration, including at least four ~~two~~ years of supervisory experience. A master's degree in planning and an AICP certification are desirable.

Knowledge, Skills and Abilities

A thorough knowledge of the principles and practices of planning and its administration and related California state and federal laws. Knowledge of supervisory techniques, practices and procedures. Knowledge of CEQA, subdivision map act, land use, physical design, demographics, environmental, social and economic concepts, and transportation, including public and private financing and capital improvements, application of, modification of, and interrelationships between ordinances, policies, standards, procedures and practices associated with the planning function. Ability to plan, organize and coordinate planning and development review activities; prepare and present reports in a concise and effective manner; resolve planning and development conflicts while maintaining public interest and professional ethics; and function as constructive member of a team and dedicated Planning/ Development Services staff. Familiarity with programs normally associated with municipal development services functions. Skill in interpreting laws, policies, procedures, regulations, maps, specifications, site and building plans, graphs and statistical data. Ability to analyze complex operational and administrative problems, evaluate alternatives and recommend and adopt effective courses of action.

SPECIAL REQUIREMENTS

Possession of or ability to obtain an appropriate California Driver's License and a satisfactory driving record. Self motivated with independent judgment, strong organizational abilities and team oriented philosophy.



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ESSENTIAL ELEMENTS

Physical Demands

Sitting, standing, walking, reaching, grasping, lifting, manual dexterity, clear speech-complex, clear-seeing, and driving (car or van).

Stress Factors

Ability to assist the public, staff and elected officials. Ability to interpret and explain actions to the public and City Council. Ability to meet writing deadlines while attending to multi-tasks.

Work Environment

Considerable work with the public and staff; verbal, face-to-face and telephone contact.

Mental Requirements

Reading complex, writing complex, perception/comprehension and judgment. Ability to work with those who may have differing opinions and maintain cooperative working relationships.

Equipment

Operation of a variety of office equipment such as photocopiers, metroscan, data based terminals, on-line and personal computers; telephone, computers, keyboards, printers, calculators, and facsimile machines.

HR/Planning Manager 2/2013