



## **CLASSIFICATION SPECIFICATION PLANNING MANAGER**

### **JOB SUMMARY:**

Under direct supervision of the Community Development Director, the Planning Manager oversees operations of the Planning Division; performs highly complex current and long range planning duties; manages the budget and oversees the development and implementation of goals, objectives, and policies for the Planning Division; supervises subordinate staff; prepares reports, makes presentations, and provides recommendations; and performs other related duties as assigned.

### **CLASS CHARACTERISTICS:**

The Planning Manager is responsible for the overall management of the Planning Division. This class handles highly complex planning projects and differs from a Senior Planner due to the level of experience required, complexity of work performed, direct supervision of staff, and ability to make decisions within established guidelines.

### **EXAMPLES OF DUTIES:**

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

- Oversees the operations of the Planning Division including current and long range planning functions and programs; recommends modifications to planning programs, policies, and procedures as appropriate; manages major projects including annexations, general plan amendments, re-zonings, major subdivisions, and non-residential development projects; prepares reports, makes presentations on planning issues to the City Council and provides recommendations; and serves as the senior staff liaison to the Planning Commission and Design Review Commission.
- Manages and participates in the organization, maintenance, and major revisions of the general plan in accordance with state laws and the City's zoning code; plans, coordinates, and prepares complex research studies including phases of the general plan and zoning ordinances; oversees the preparation of reports and analysis on land use, environmental impact, urban design, historic preservation, population, community needs, affordable housing, and industrial needs; and reviews proposed developments and performs field inspections.
- Develops and monitors budgets for division programs and identifies potential resources and expenditures; and assists the Community Development Director with the management of grant applications and implementation relating to geography, maps, plats, site plans, or other planning processes.
- Develops requests for proposals and helps select consultants to work with the Division; administers the bidding process; verifies contracts expenditures and compliance; and manages consultant contracts associated with assigned planning and policy studies.

- Responds to inquiries and provides information over the front counter to applicants, developers, consultants, outside agencies, the public, and other City departments regarding land use, development, and environmental regulations and procedures.
- Provides supervision and training for subordinate staff; prepares work schedules; determines work procedures and issues written and verbal instructions; and prepares and administers performance evaluations
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Principles and practices of urban and regional planning, redevelopment, historic preservation, and residential, commercial, and/or industrial development; office administration practices and procedures; and City department policies and procedures.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

**Skills/Abilities:**

- Interpret building and zoning codes and City ordinances related to planning and building procedures; read and correctly interpret building plans, specifications, and maps; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

**Education and Experience:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in planning, public administration, architecture, or a closely related field.

- Five years of increasingly responsible experience in regional planning work, with at least two years of experience in a supervisory or lead capacity.
- Local government experience is desirable.

**Licenses and Certifications:**

- Possession of a valid certification from the American Institute of Certified Planners (AICP) is preferred.
- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

**PHYSICAL DEMANDS:**

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

**WORK ENVIRONMENT:**

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

**NOTE:**

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**Established Date:** June 5, 2017