



PLANNING MANAGER

Definition:

Under the administrative direction of the Director of Community Development, performs a variety of mid-management level professional planning and redevelopment work and is responsible for the day-to-day management of the Planning Division. The incumbent provides highly complex assistance in policy development of local land use, design, and redevelopment functions; provides professional information and assistance to the Department, the Planning Commission, the City Council, developers, contractors and the general public; and participates in intergovernmental coordination and cooperation.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Manages the services and activities of the Planning Division of the Community Development Department and related contracted services.
2. Provides responsible staff assistance and support to the Community Development Director and serves as project manager for projects as assigned.
3. Manages, participates in the development and implementation of, and recommends the Planning Division goals, objectives, policies, procedures, and priorities.
4. Recommends, within Departmental policy, appropriate service and staffing levels for the Division and monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
5. Manages personnel in the division, including training, performance evaluations, work improvement plans, and disciplinary needs.
6. Participates in the development and administration of the Planning Division budget and establishes and implements cost recovery and time accounting.
7. Explains and interprets Planning Division programs, policies, and activities.
8. Responds to, and resolves, difficult situations and sensitive citizen inquires and complaints.
9. Reviews complex development projects by applying adopted City and regional planning principles and practices.
10. Researches growth, land, and environmental issues, zoning requirements, open space management, and federal, state and local laws.
11. Coordinates the preparation and proofreading of agendas, agenda reports, and minutes for the City Council, Boards, Commissions, and other committees, as appropriate.
12. Attends and makes presentations to Planning Commission, City Council, and other Commissions/meetings as required.
13. Perform a variety of redevelopment and/ or housing tasks, and manages CDBG programs and operations.
14. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Advanced principles and practices of state planning regulations, management, supervision, and public relations.
- Real estate transactions, economic development, redevelopment and housing programs.
- California Environmental Quality Act.
- State Subdivision Map Act, and other federal, state and local laws.
- Codes and regulations including laws underlying general plans, zoning, land divisions and environmental regulations.
- Operations, services, and activities of a comprehensive municipal planning program.
- Management skills to analyze programs, policies, and operational needs.
- Negotiation skills.
- Principles and practices of contract administration.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Modern office procedures, methods, and equipment.
- Principles of supervision, training, and performance evaluation.
- Methods and techniques of research and analysis related to a broad array of public administration issues.
- Computer equipment and related software.
- Geographic Information Systems.
- Technical report writing.
- Current literature, information sources, and research techniques in the field of management.

Skill and Ability to:

- Interpret and apply urban planning laws, rules, and regulations.
- Operate a personal computer and relevant software in a Mac environment.
- Analyze site design, terrain constraints, circulation, land use compatibility.
- Prepare and analyze technical and administrative reports.
- Communicate clearly, thoroughly, and concisely, both orally and in writing.
- Prepare, organize, and present both oral and written reports for the Planning Commission, City Council, and citizens groups.
- Maintain cooperative working relationships, and exercise sound independent judgment within policy guidelines.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Effectively manage contracts and evaluate the work of contractors.
- Delegate authority and responsibility.
- Lead and direct the operations, services, and activities of assigned areas of responsibilities.
- Develop and administer division goals, objectives, and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.

- Analyze problems, identify alternative solutions, anticipate consequences of proposed actions, and implement recommendations in support of goals.
- Operate and use modern office equipment.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State, and local policies, laws and regulations.
- Make sound decisions and demonstrate intellectual capabilities.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a Bachelor's degree from an accredited college or university with major course work in urban planning or a related field, and six years professional planning experience with a minimum of one year in a supervisory capacity. Master's degree and AICP preferred.

Licenses and Certificates:

Possession of a valid California driver's license is required by the date of hire.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- Required to attend periodic evening/weekend meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work at a video display terminal for prolonged periods.
- May be required to work evenings and weekends.