

PLANNING MANAGER

DEFINITION

Under administrative direction, to direct, manage, supervise, and coordinate the programs and activities of the Planning Division within the Community Development Department; responsible for the management and supervision of the professional, technical, and clerical staff of the Planning Division; administer the General Plan, Zoning Code, Subdivision Regulations, California Environmental Quality Act, and other codes, regulations, and guidelines; responsible for Current Planning, Long Range Planning, and Environmental compliance activities for the City; coordinate assigned activities with other City departments, divisions, and outside agencies; ensure the timely processing of development application through the City's discretionary review process; ensure quality customer service to the general public; and perform related work as required. Excellent public relations skills are essential for the Planning Manager position. This position reports directly to the Community Development Director, or designee of the City Administrator.

MANAGEMENT RESPONSIBILITY

This is a supervisory position overseeing the daily operations of the City's Planning Division responsible for managing, supervising and coordinating the programs, activities, and staffing of the division. All work for the Planning Division is directed and coordinated by this position.

EXAMPLES OF DUTIES

Provides supervision, direction, coordination, and training for the professional, technical, and clerical staff assigned to the City's Planning Division; assigns work to staff based on their abilities; manages and tracks the work load for the division; functions as the "City Planner" and sets administrative policies; prepares and administers the division's budget, oversees the timely processing of land use and development applications; technical advisor to the City Council, Planning Commission, and the community related to all aspects of urban planning and environmental issues; functions as the Secretary to the Planning Commission; updates the General Plan, Zoning Code, Subdivision Regulations, Environmental Guidelines, and other related codes, regulations, and guidelines as necessary; recommends and implements goals, objectives, and practices for providing effective and efficient planning services; works closely with the Economic Development Manager. This position may supervise the housing programs for the City.

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SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of municipal planning including current planning, long-range planning, regional planning, environmental review, urban design, and some familiarity with housing, community development and economic development.
- Principles of personnel management and public administration.
- Principles of supervision and training.
- Applicable City, County, State and Federal laws, regulations and policies affecting the planning and development activities.
- Techniques used in the development and administration of amendment to the General Plan and Zoning Code.
- Computer applications related to planning and development.
- Budget development, preparation, and administration.
- Research methods and procedures.

and

Ability to:

- Plan, organize, coordinate, and direct the City's Planning Division's programs and activities.
- Manage, supervise, train, and evaluate the professional, technical, and clerical staff of the Planning Division.
- Organize, prioritize, and coordinate the workload of the division, assign work according to staff's work abilities.
- Mentor and provide clear guidance to the division staff.
- Function as the "Team Leader" for the division.
- Write clear and concise staff reports, correspondence, administrative interpretations, and other related writing assignments.
- Communicate effectively orally and in writing.
- Effectively represent the municipal planning functions of the City to the general public, organizations, and other city, county, state, and federal government agencies.

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EMPLOYMENT STANDARDS - (cont.)

- Effectively maintain a working relationship with other City's divisions and departments.
- Function as a project manager on major development projects.
- Evaluate staff performance and provide positive and corrective guidance when necessary.
- Handle personnel issues in a professional and timely manner.
- Assist with the preparation and administration of division's budget.

and

Training and Experience: Any combination of training and experience that would provide the required knowledge and abilities may qualify. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in urban planning, public administration, geography, real estate development, or closely related field. A Master's degree is preferable but not required.

Work Experience: Five years of progressively responsible planning experience for a municipal agency in California. Varied and well-rounded urban planning experience in current planning, long-range planning, design review, environmental review, housing, economic development, and redevelopment is preferable. Also, a familiarity or experience with mixed-use, work-live, urban/downtown housing, and transit-oriented development is preferable.

This position requires two years of experience in a supervisory, managerial, or administrative position working for a municipal agency. A Master's degree in a related field may substitute for one year of the supervisory experience.

February 2007 (Res. #07-12)