

PLANNING MANAGER

DEFINITION

Plan, organize, and manage the planning division of the Community Development Department and provide technical expertise to planning staff, the public, and various City departments.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Community Development Director. Responsibilities include direct and indirect supervision of professional, technical, and clerical staff. Also provides management and supervision of consultant contracts. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES:

The following are typical duties performed by the position, not an all-inclusive or limiting list:

ESSENTIAL JOB DUTIES

Direct the preparation of short and/or long range plans for the department. Coordinate department activities with other departments and agencies as needed. Supervise and direct consultants preparing special studies or plans. Plan, organize and direct the planning division of the Community Development Department to achieve goals within available resources. Evaluate and maintain quality control over staff assignments and review progress and direct changes as needed. Receive, evaluate and process public and City-initiated applications for general plan amendment, re-zoning, ordinance amendments and other planning entitlement requests and make recommendations as appropriate. Provide technical expertise, information and assistance to department staff, other departments, the Planning Commission and City Council, other boards and commissions, and the general public as needed. Direct the preparation and maintenance of a variety of narrative and statistical reports on state and federal applications and documents, records and files related to assigned activities and personnel; direct the preparation and design of maps, charts, models, sketches and other graphic presentations; direct demographic, housing, and land use research and analyses. Prepare the annual preliminary budget for the planning division; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; review, prepare and direct major department purchases. Attend and conduct a variety of meetings as assigned; serve on assigned committees; prepare and deliver oral presentations and recommendations to commissions, committees, and government boards. Represent the department before the City Council, city committees, commissions, community, regional and state agencies, and professional meetings as requested. Hire, train and evaluate the performance of assigned staff. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Conduct planning project workshops for the general public. Perform related duties as assigned. Represent the Director in meetings and other functions as needed.

QUALIFICATIONS

Knowledge of:

Planning, organization and management of the short and long range planning of the Community Development Department. Urban planning and environmental law, practices and implementation procedures. Land planning including subdivision laws.

Budget preparation and control. Oral and written communication skills. Principles and practices of administration, supervision and training. City government organization structure, operations and policies. Other applicable laws, codes, regulations, policies and procedures. Interpersonal skills using tact, patience and courtesy. Operation of a computer and assigned software.

Ability to:

Plan, organize, coordinate and direct short and long-range planning activities for the Community Development Department. Train and evaluate the performance of assigned staff. Communicate effectively both orally and in writing. Interpret, apply and explain rules, regulations, policies and procedures. Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned office equipment. Analyze situations accurately and adopt an effective course of action. Meet schedules and time lines. Work independently with little direction. Plan and organize work. Prepare comprehensive narrative and statistical reports. Maintain a variety of reports and files related to assigned activities.

Minimum Education and Experience:

Education:

Bachelor's degree from an accredited college or university in urban planning, architecture, geography, public administration or related field. Certification from the American Institute of Certified Planners is preferred.

Experience:

Four years increasingly responsible public or private sector planning experience, including two years of supervision.

License:

Valid California driver's license.

Council Action: September 19, 2006