



June 2023
FLSA: EXEMPT

PLANNING MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the staff and operations of the Planning Division; manages the effective use of the City's planning resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Community Development Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Director. Exercises direct supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the staff, operations, and activities of the Planning Division. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Community Development Director in that the latter has overall responsibility for all functions of the department and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Planning Division, and provides technical analysis of the application of planning and zoning laws, municipal code, general plan, and other technical documents.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs and projects.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, projects, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Provides highly complex staff assistance to the Director; develops and reviews staff reports related to planning activities, projects, and services; presents reports to and advises the City Council, Planning Commission, and other commissions, committees, and boards related to a wide variety of planning and zoning matters; performs a variety of public relations and outreach work related to assigned activities.

- Manages, directs, and participates in highly complex planning programs and activities in the areas of land use, transportation, natural resources, parks, and open spaces, General Plan amendments, zone changes, conditional use permits, variances, and other discretionary cases; designs and conducts studies to develop policies, plans, and codes.
- Advises staff on interpretations of the Zoning Ordinance, General Plan, Municipal Code, State Planning Law, California Environmental Quality Act, and other regulatory standards; resolves difficult problems involving code interpretation beyond the ability or authority of the professional planning staff.
- Serves as source of information for developers, engineers, property owners, and contractors regarding land use applications and general municipal planning programs, projects, and functions; represents the division, department, and City in disputes and litigations; facilitates community participation through a continual dialogue with residents on major projects.
- Oversees the dissemination of planning and zoning information to the general public.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures, as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in planning; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Directs the establishment and maintenance of working and official division files.
- Ensures the City's safety and health programs are implemented and carried out in the assigned division(s).
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of budget administration.
- Principles, practices, and procedures related to city and regional planning, development, and zoning administration.
- Geographic, socio-economic, transportation, political, and other elements related to city planning.
- Comprehensive plans and current planning processes and the development process.
- Site planning and architectural design principles.
- Recent and on-going developments, current literature, and sources of information planning services, activities, and projects.
- Methods, materials, and techniques used in the planning of projects, including land use, transportation, natural resources, parks, and historic preservation.
- Principles of advanced mathematics and their application to planning work.
- Practices of researching planning and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- Record keeping principles and procedures.

- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the assigned division(s).
- Administer complex, technical, and sensitive planning, development, and related programs in an independent and cooperative manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in urban planning, regional planning, geography, architecture, or a closely related field and five (5) years of professional experience in municipal planning with emphasis on current and advance planning.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.