



Planning Manager

Definition

Under general direction, assists in planning, organizing, managing, and providing administrative direction and oversight for major functions and activities of specific functions in the Planning Division, which may include current and long-range planning programs and activities; effective use of the City's planning resources to improve organizational productivity and customer service; highly complex and responsible support to the Assistant Director of Community Development and/or the Assistant City Manager – Community Development/Strategic Planning in areas of expertise; and performs related work as required.

Class Characteristics

This is a Division Manager classification that manages specific current and long-range planning programs and activities of the Planning Division and assists in short- and long-term planning, development, and administration of departmental policies, procedures and services. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities for specific planning functions and is responsible for providing professional-level support to the Assistant Director of Community Development. Successful performance of the work requires an extensive professional background as well as skill in coordinating divisional work with that of other City departments and public agencies. This class is distinguished from the Assistant Director of Community Development in that the latter has responsibility for functions in the Community Development Department that extend beyond the Planning Division.

Supervision Received and Exercised

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

Typical Job Functions

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, including specific current planning, long-range planning, and code enforcement; develops and reviews related staff reports.

Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the division and department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.

Develops and standardizes procedures and methods to improve the efficiency and effectiveness of planning services, projects, and activities; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Assistant Director of Community Development and the Assistant City Manager – Community Development/Strategic Planning.

Manages and participates in the development and administration of and oversees the division budget.

Participates in selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.

Provides highly complex staff assistance to the Assistant Director of Community Development; conducts a variety of organizational studies, investigations, and operational studies related to the Planning Division; recommends modifications to programs, policies and procedures as appropriate.

May act as staff liaison to the Planning Commission.

May represent the Planning Division to and advises the Planning Commission, Design Review Committee, Environmental Review Committee, Fine Arts Commission, Legislative Action Committee, Chamber of Commerce, 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 planning programs, projects, and activities.

May represent the Assistant Director of Community Development as Administrative Officer and Noise Control Officer by serving as hearing officer and conducting hearings related to zoning ordinance and noise ordinance appeals, exceptions, and decisions.

Advises staff on interpretations of the Zoning Ordinance, General Plan, Specific Plan, Municipal Code, State Planning Law, California Environmental Quality Act (CEQA), and other regulatory standards; resolves difficult problems involving code interpretation beyond the ability or authority of the professional planning staff.

Negotiates contracts and agreements; coordinates with City department representatives to determine City needs and requirements for contractual services.

Assists the Assistant Director of Community Development in coordinating City planning and development related activities with other City departments and with outside agencies.

Attends and participates in meetings, conferences, workshops, and training sessions; stays abreast of new trends and innovations in the field of planning and other types of public services as they relate to the area of assignment.

Assists the Assistant City Manager – Community Development/Strategic Planning and/or the Assistant Director of Community Development with special projects, as needed.

Monitors changes in laws, regulations, and technology that may affect City or divisional operations; implements policy and procedural changes as required.

Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.

Act as the Assistant Director of Community Development in his/her absence.

Performs other duties as assigned.

Qualifications

Knowledge of:

Administrative principles and practices, including goal and policy setting, program development, implementation, and evaluation, project management, budget development and administration, contract administration, and supervision of staff.

Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.

Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Principles, practices, theories, and trends of urban, land use, and regional planning, zoning, and environmental review.

Geographic, socio-economic, transportation, political, and other elements related to city planning. Recent developments, current literature, and sources of information related to planning, zoning, and environmental review.

Applicable federal, state, and local laws, rules, regulations, ordinances, standards, and procedures relevant to zoning and land use planning.

Practices of researching planning and zoning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.

Principles of advanced mathematics and their application to planning work.

Statistical and research methods and techniques of effective technical report preparation and presentation.

Modern office practices, methods, and computer equipment and applications related to the work.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations, and with property owners, developers, contractors, and the public.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

Recommend and implement goals, objectives, and practices for providing effective and efficient services.

Administer complex, technical, and sensitive planning, zoning, code enforcement, and related programs in an independent and cooperative manner.

Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.

Evaluate and develop improvements in operations, procedures, policies, or methods.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.

Interpret, apply, explain, and ensure compliance with federal, state, and local laws, rules, regulations, ordinances, standards, and procedures relevant to zoning and planning.

Assess, monitor, and report environmental impact on and of various City programs and services.

Independently conduct complex research projects, evaluate alternatives, and make sound recommendations.

Read and interpret architectural and engineering plans and specifications.

Manage the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Effectively represent the department and the City in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.

Make sound, independent decisions within established policy and procedural guidelines.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Operate modern office equipment including computer equipment and specialized software applications programs.

Use English effectively to communicate in person, over the telephone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.

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 graduation from an accredited four-year college or university with major coursework in urban planning, environmental studies, engineering, or a related field and five (5) years of increasingly responsible professional experience in planning, zoning, and related community development activities. One year of staffing a Planning Commission, zoning administrator experience or supervisory experience is highly desirable.

Licenses and Certifications

Possession of, or ability to obtain, a valid California Driver's License by time of 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 to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter 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 10 pounds.

Environmental Elements

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.