



Planning Manager

Department/Division:	Community Development/Planning
Reports To:	Director of Community Development
Provides Direction To:	Senior Planner, Associate Planner, Assistant Planner and Planning Intern

GENERAL PURPOSE

Under administrative direction, manages the work of the Planning Division; plans, organizes, manages and participates in major planning functions of the City, including supervision of other planning personnel; reviews, prepares and presents staff reports related to current and advance planning; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The incumbent is responsible for planning, coordinating, managing and reviewing the work of professional and technical staff in the Community Development Department's Planning Division. The position is responsible for current and advance planning and the maintenance of the City's General Plan. Responsibilities and assignments are broad in scope and require considerable independent judgment on issues that are complex, interpretive and evaluative in nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

1. Plans, organizes, controls, integrates and evaluates the work of assigned staff; assists in developing and administering division budget; supervises and participates in the development, implementation and evaluation of plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors work performance and provides coaching for performance improvement and development.
3. Researches, analyzes, prepares and presents reports to City Council, Planning Commission, public groups and city staff regarding regional and local planning issues; ensures timely actions on Planning Commission directives and initiatives; ensures implementation of City Council resolutions on departmental matters.

4. Analyzes and develops projects and determines project priorities and scheduling; estimates personnel, resources, and time required for project completion; maintains and updates General Plan elements as required; prepares and conducts presentations to decision-makers and the public; prepares and reviews detailed staff reports in areas such as subdivision review, zone changes, environmental impact, and grant application; conducts special research to support major planning projects.
5. Utilizes or manages the use of computers and software programs for various technical projects and studies; prepares complete, accurate and concise written technical reports and correspondence.
6. Makes decisions within specified limits regarding land use and zoning matters; ensures the proper administration and enforcement of the City's zoning, housing, and related codes; consults with Director of Community Development concerning controversial or complex matters.
7. Monitors and keeps informed of current trends in the urban planning field and community development matters, including legislation, court rulings, and professional practices and techniques; evaluates their impact on City operations and recommends policy and procedural improvements.
8. Confers with personnel from other departments and agencies in carrying out assignments; meets with professionals, citizens and organizations to encourage action or resolve problems related to division work activities and projects.
9. Advises the City Council, Planning Commission, City Manager and others on departmental issues; assembles necessary resources to solve a broad range of programmatic and service delivery problems in current and/or advanced planning.
10. Assists in the preparation of new City ordinances and the revision of existing ordinances; reviews development and redevelopment plans for conformance with planning policies and standards.

QUALIFICATIONS GUIDELINES

Knowledge of:

Theories, principles, procedures, standards, practices, information sources and trends in the fields of current and advanced planning; land use, physical design, demographic, environmental, and social/economic concepts as applied to municipal planning; statistical analysis techniques related to municipal planning; application, modification, and inter-relationships among ordinances, policies, standards, procedures and practices associated with the planning function; applicable federal, state and local laws and regulations, including state planning laws, Subdivision Map Act, California Environment Quality Act, Surface Mining and Reclamation Act, Local Government Reorganization Act and National Environmental Policy Act; terminology, symbols, methods, and techniques used in planning and planning exhibits such as site plans, grading plans and architectural elevations; local government organization and the functions and practices

of a municipal planning unit; research methods and statistical techniques and applications; supervisory principles and practices, including budgeting, goals and objectives development, and work planning and organization.

Ability to:

Plan, organize, assign, review and evaluate the work of division staff; perform and coordinate technical current, advanced, and project-planning activities, such as the collection, analysis, and preparation of reports and recommendations pertaining to complex issues; interpret laws, policies, procedures, regulations, maps, specifications, census data, site and building plans, graphs and other statistical data; direct the preparation of visual displays, such as maps, graphs, and statistical charts; establish and maintain cooperative working relationships with those contacted in the course of the work; exercise sound independent judgment within departmental guidelines; represent the City effectively in meetings with commissions, community groups, governmental bodies, the media, and the public; prepare clear, concise and complete technical planning documents, reports and correspondence; conduct analyses and make accurate recommendations based on study findings.

Education/Training/Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in urban planning or a closely related field; and seven years of increasingly responsible professional planning experience, two of which included supervision; or an equivalent combination of training and experience. AICP certification is highly desirable or the ability to obtain within two years of hire date.

Special Requirements:

A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy in order to attend night meetings and special meetings.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The position occasionally stands and walks and lifts and carries records and documents weighing 20 pounds or less.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; attend hearings or meetings during non-regular working hours; and interact with officials and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions; the noise level is usually quiet. The position inspects development sites and meets with officials and business and public representatives.