

PLANNING MANAGER

Approved: July 8, 2022

FLSA: Exempt

Unit: Unrepresented Management



Definition
Under general direction, plans, organizes, manages, and directs the staff and activities of the Planning Division of the Community Development Department; provides professional and technical guidance on current and long range planning efforts, manages the effective use of division resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Community Development Director and/or Assistant Community Development Director and others in areas of expertise; performs related duties as assigned.
Supervision received and exercised
Receives general direction from the Community Development Director and/or Assistant Community Development Director. Exercises direct supervision over professional, technical, and administrative staff.
Class characteristics
This is a management classification that supports the management of the programs, projects, operations, and services of the Planning Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to planning. 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 broad guidelines. This class is distinguished from the Assistant Community Development Director in that the latter has overall responsibility for all planning programs, functions, and activities, and operations.
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. <ul style="list-style-type: none">• Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.• Assists in the development and administration of the division budget; determines funding needed for staffing, equipment, materials and supplies; ensures compliance with budgeted funding.• Plans, manages, and oversees the work of staff assigned to the Planning Division including current and long-range planning, environmental compliance, zoning, CEQA/environmental studies, and interagency coordination.• Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements disciplinary actions.• Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.• Negotiates, administers, and manages contracts for services to ensure compliance with city specifications and service quality.• 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.• Prepares, reviews, and presents staff reports, management and information updates, and reports on projects to the City Council, boards, committees, and commissions, and at public meetings.• Keeps informed of trends in the planning field including: legislation, court rulings, and professional practices and techniques; evaluates their impact upon city operations and recommends policy and procedural improvements.• Serves as a key member of the City's Emergency Management organization during emergencies and disaster events.• Represents the city with outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary• May serve as the acting Community Development Director in their absence.• Performs other duties as assigned.

Qualifications

Knowledge of

- Advanced principles, practices and trends in community and urban planning, land use management, zoning and subdivision laws, design review, and the California Environmental Quality Act.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, project management, budget development and administration, and contract administration and management.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Modern principles and practices of technical and legal issues of urban and regional planning, zoning, urban economics, demographics, and environmental planning and program management.
- Federal, State and local laws and regulations pertaining to General Plans, environmental issues, zoning and land development.
- Methods and techniques of conducting public meetings and presentations.
- General concepts of architecture, landscaping, grading, drainage, and traffic and transportation engineering as they relate to the process of urban planning.
- Research methods and sources of information related to urban growth and development; evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, staff, governmental agencies, and various business, professional, and educational organizations.

Ability to

- Work effectively with elected officials, the community, stakeholders, city staff, resource agencies and contractors.
- Administer and coordinate a variety of diverse work programs and supervise the activities of professional and administrative staff.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures and correct deficiencies.
- Prepare and monitor budgets; manage contractors and contract service budgets.
- Communicate effectively orally and in writing with architects, contractors, developers, owners, employees and the general public.
- 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.
- Exercise independent judgment and initiative with minimal supervision.
- Establish, maintain and foster good working relationships with those supervised and contacted in the course of work.
- Evaluate operations, analyze problems, identify alternative solutions, project consequences of proposed actions; recommend and direct the implementation of effective and efficient operating methods or procedures.
- Interpret and apply policies, procedures, laws, codes, and regulations pertaining to planning, building and engineering programs and functions.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Make sound decisions in a manner consistent with essential job functions.
- Be politically astute and capable of making decisions and formulating recommendations in a political environment.

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, or a closely related field.
- Five (5) years of increasingly responsible professional planning experience including two (2) years of lead and/or supervisory experience. A Master's degree in a field as listed above may substitute for one (1) year of the required experience.

Licenses and certifications

- Possession of a valid California driver's license and a satisfactory driving record, at the time of appointment.
- Possession of an American Institute of Certified Planners certification is desirable.

Physical demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, 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 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 weighing up to 25 pounds.

Environmental elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. When conducting site visits, employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.