

PLANNING MANAGER

DEFINITION

To plan, direct, supervise, and coordinate the work of the Planning Division of the Development Services Department; to administer the City's general plan, neighborhood and specific plans, the zoning ordinance and related development regulations, as designated by the City Planning Director, and direct the processing of development permit applications.

SUPERVISION RECEIVED

Receives general direction from the Development Services Director.

SUPERVISION EXERCISED

Provides direct and indirect supervision to professional, technical and clerical staff.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Assists in the development and implementation of goals, objectives, policies and priorities for the division to assure the efficient and effective operation of the Planning Division.

Plans, organizes, controls, and evaluates the functions and activities of the Planning Division, including general, neighborhood and specific planning; project planning; subdivision engineering; and landscape design.

Develops and administers general, neighborhood and specific plans, as well as the zoning, sign and parking regulations.

Coordinates advance planning and development review with outside governmental agencies and citizens groups.

Develops forms and procedures for processing applications for zoning and development permits and other development processing activities.

Prepares and/or reviews reports and recommendations relating to applications for development and related code amendments and environmental assessment procedures.

Serves as staff and prepares or directs preparation of reports, studies, analyses and recommendations for the Planning Commission.

ESSENTIAL DUTIES (continued)

Presents staff recommendations to the City Council, council committees, boards, commissions, civic groups, and the general public.

Meets with developers and the general public regarding advance planning efforts, development applications and processes to explain purposes, regulations, policies and accepted development practices.

Assists in budget preparation and administration, including providing analysis and recommendations on fees for the Planning Division.

Supervises, trains, and evaluates professional, technical and clerical staff.

Analyzes and recommends improvements to existing services and operating systems of the Planning Division. Develops and maintains systems and records that provide for proper evaluation, control, and documentation of assigned operations.

Coordinates Planning Division programs with other governmental agencies.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of city, county, and regional planning.

Principles and practices of long-range and current planning, including zoning administration, site planning, subdivisions, architecture, and landscape architecture.

State laws and municipal and county ordinances governing land use, zoning, subdivisions, and environmental regulations.

General principles and practices of effective administration, budget preparation and personnel management.

Cost recovery techniques and fee structuring.

General computer programs i.e. word processing programs, spreadsheets and tracking.

Ability to:

Plan, organize, and coordinate complex planning projects and studies.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to:

Plan, organize, coordinate and supervise the work of professional and technical staff, including monitoring work schedules and evaluating the work of subordinates.

Establish and maintain effective working relationships with the public, developers, consultants, the Department Director, governmental officials, and public bodies.

Interpret and apply zoning regulations and planning concepts to unusual or difficult land use problems.

Communicate clearly and concisely, orally and in writing.

Read and interpret development plans and specifications.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities are:

Experience: Four (4) years of increasingly responsible experience of a supervisory, administrative or professional nature in planning, development processing, or a related field.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in planning, public administration or a related field. A Master's degree in Planning, Public Administration or related field is desirable, as is membership in the American Institute of Certified Planners.

Licenses and Certifications: Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS:

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball;

SPECIAL REQUIREMENTS (continued)

sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

797CS99

July 1993

Revised January 2013

APP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt