

## **PLANNING MANAGER**

### **DEFINITION**

To plan, organize, direct and coordinate the activities of the Planning Services Division within the Community & Economic Development Department including review and processing of community development, environmental and planning projects and applications to ensure consistency with policies and procedures, and oversee public counter services, permitting, and plan check review; to coordinate Planning Division activities with other divisions and departments; and to provide highly complex staff assistance to the Director of Community & Economic Development.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Community & Economic Development Director.

Exercises direct supervision over assigned professional, technical and administrative support staff.

### **EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize, direct and coordinate the activities of the Planning Services Division within the Community & Economic Development Department including review and processing of community development, environmental and planning projects and applications to ensure consistency with policies and procedures; to oversee public counter services, permitting, and plan check review and related areas as assigned.

Direct, oversee and participate in the development of the Planning Services Division work plan; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare the Planning Services Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Prepare and present staff reports, resolutions, ordinances and others to Planning Commission and City Council.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Review fee structure; analyze billings related to projects; provide fee comparisons related to justification of fee increases and make recommendations; and implement and oversee fee adjustments as assigned.

Oversee permit center activities, respond to policy questions and complex and difficult code interpretation and application; review unusual inquiries and provide related direction to staff; and provide input to the establishment of a working protocol and related duties as assigned.

Oversee and act as project manager for development of specific plans as assigned; monitor budgets.

Participate in public outreach; attend meetings with outside community and professional groups, organizations and committees; meet with property owners, consultants, and other stakeholders as needed.

Provide high level staff support to a variety of committees, boards, and commissions; review agendas, staff reports, and notices to applicants; meet with applicants and staff regarding project issues.

Conduct Planning Commission meetings.

Represent the division and department to outside agencies and organizations; make formal presentations to official bodies; resolve, or refer, conflicts and issues; provide technical assistance to others as necessary.

Research and prepare complex detailed technical reports; prepare a variety of written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

Principles, practices and trends of urban design, municipal and environmental planning, land use and community and economic development.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal rules, regulations and laws including environmental review processes such as the California Environmental Quality Act (CEQA), NEPA, Environmental Impact Reports, Initial Studies and (Mitigated) Negative Declarations and related requirements.

Methods and procedures for conducting advanced research and statistical analysis.

Principles, methods and procedures for providing excellent customer service.

Modern office procedures and computer equipment including Geographic Imaging Systems (GIS) and other technical tools used in planning and community development processes.

Principles and practices of organizational analysis and management.

Principles and practices of project management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize, direct and manage the Planning Services Division operations.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Explain planning and community development requirements and procedures to the public, applicants, and other departments; and oversee the investigation and resolution of conflicts and complaints.

Perform, or oversee, a variety of complex special projects related to planning, environmental and community development programs and functions.

Make clear formal presentations before groups utilizing visual displays and graphics.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Prepare, interpret and administer a divisional budget.

Perform the most complex and sensitive work of the division.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

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

#### Experience:

Five years of increasingly responsible experience in municipal planning, including two years of supervisory responsibility.

#### Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, environmental studies or a related field.

### License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of a certificate from the American Institute of Certified Planners is highly desirable.

ESTABLISHED: MARCH 2018

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