



MAY 2023  
FLSA STATUS: EXEMPT

## PLANNING MANAGER

### **DEFINITION**

Under general direction from the Community Development Director, this position plans, organizes, oversees, coordinates, and manages the work of staff and operations of the Planning Department within the City's Community Development Department; serves as a project manager for complex development applications and special projects; performs professional office and field work involved in advance and current planning, zoning, and land use matters; manages the effective use of department resources to improve organizational productivity and customer service; coordinates activities with the Planning Commission, City departments and outside agencies; provides complex and responsible support to the Community Development Director in areas of expertise; and performs related work as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Community Development Director. Exercises direct supervision over supervisory, professional, technical, and administrative support staff.

### **CLASS CHARACTERISTICS**

The Planning Manager is a management level classification responsible for planning, organizing, reviewing, and evaluating the staff, operations, and activities of the Planning Department. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making, which include program evaluation and recommendation and implementation of policies, procedures, goals, objectives, managerial, and operational analysis and studies. The incumbent participates in short- and long-term capital improvement planning, community development, administration of funds for capital improvements, and community expansions. Successful performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

### **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.*

- Performs professional-level administrative and programmatic work in such areas as housing and development, hazard mitigation, grant management, contract administration, legislative analysis, and program evaluation.

- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and corrective action procedures.
- Participates in the development and implementation of goals, objectives, work plans, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- 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.
- Manages assigned projects; task based work plans and timelines; reviews project specifications and bid documents; participates in the selection of contracted professional services; monitors work performed to ensure compliance with budget and project specifications for deliverables; performs contract administration duties for capital projects; attends and makes presentations at City Council and other public meetings; attends field meetings and site inspections.
- Represents the department and City by attending meetings, public events, and speaking engagements; attends staff meetings; schedules and coordinates with community groups during project meetings and appointments.
- Manages complex planning studies, development applications, and reviews consultant proposals.
- Conducts research and prepares statistical reports on land use, physical, social & economic issues.
- Oversees, identifies, and coordinates grant opportunities for the special project planning and implementation.
- Works in regional program areas relating to natural/water resources planning, community development, hazard mitigation, management and others.
- Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans.
- Prepares and/or supervises the preparation of staff reports to the Planning Commission, the City Council, and/or other applicable agencies.
- Prepares, and reviews Planning Commission agendas, and planning-related City Council staff reports.
- Meets with developers, engineers, architects, other land development professionals, and the general public to review potential land development projects and assists in communicating the City development regulations and standards.
- Participates in the development, administration, and oversight of the division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.

- Facilitates the ongoing implementation of the General Plan and zoning by completing actions identified in the General Plan and proposing policy revisions.
- Writes requests for proposals (RFPs). Reviews proposals and makes recommendations on consultant selection; prepares and administers contracts.
- Serves as the primary housing contact person for community groups, developers, non-profit organizations, other governmental agencies, and related groups.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Knowledge of one or more planning disciplines, such as land use planning/zoning, transportation planning, environmental planning, urban design, housing, historic preservation or economic development
- Principles and practices of municipal planning, land development, and state planning law, including the Subdivision Map Act, and California Environmental Quality Act.
- Principles, practices, and procedures of project funding, development, management and implementation.
- Principles, and practices of hazard mitigations including the use of Standardized Emergency Management System (SEMS) and the Incident Command Systems (ICS).
- Principles and practices of employee supervision including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Federal, State, and local grant programs, including Community Development Block Grant (CDBG) and Local Early Action Planning (LEAP) programs.
- Real estate laws, procedures and practices.
- Downtown and neighborhood revitalization strategies and techniques.
- Contract administration techniques.
- Principles and practices of personnel management, budget preparation, and administration.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Modern office practices, methods, and computer equipment which may include, but is not limited to, mobile technology, electronic devices, and software.

- Principles and practices of employee supervision including planning, assigning work, performance review and evaluation, and training.
- Analytical and research techniques.

**Ability to:**

- Work effectively under pressure and time constraints.
- Manage and prioritize workload of assign staff.
- Interact effectively with the public, employees and elected/appointed officials.
- Demonstrate supervisory and leadership skills.
- Communicate effectively, both orally and in writing.
- Collect, organize, and analyze data.
- Present public presentations.
- Identify and leverage outside funding sources.
- Demonstrate strategic solutions to solving complex issues.
- Ability to facilitate in-person and virtual public participation activities.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying.*

Equivalent to a bachelor's degree from a four (4) year accredited college or university with major coursework in city, urban, or environmental planning, urban or environmental design, architecture, public administration, or other related field. A master's degree in the major coursework areas and American Institute of Certified Planners (AICP) certification is highly desired.

Four (4) years of increasingly responsible professional planning experience, including two (2) years in a management or supervisory capacity.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California's Driver's License by date of appointment.

**Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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, as well as field site visits. 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 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. Employees may interact with frustrated or irritated individuals in interpreting and enforcing department policies and procedures.

When working in the field environment, employees are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.