



Planning Manager

Department/Division:	Community Development/Planning
Reports To:	Director of Community Development
Provides Direction To:	Senior Planner, Associate Planner, Assistant Planner, Planning Intern
Updated:	July 1, 2022

GENERAL PURPOSE

Under general direction from the Director of Community Development, assumes broad responsibility for the oversight of current and advanced planning projects, the supervision of professional and technical staff; coordinates project administration and communications between the Planning Division, other City departments, Commission, City Council and other outside agencies; provides complex administrative support to the Director of Community Development and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Planning Manager provides day-to-day leadership for the division and is responsible for planning, coordinating, managing and reviewing the work of professional and technical staff. The Planning Manager is differentiated from the professional and technical staff by its broader scope of responsibility for all current and advance planning, the knowledge of the City's General Plan and Zoning Code and supervisory and budget responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following functions are typical for this classification and from the City's position the following duties are essential of the Planning Manager. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

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 and to meet with staff to identify and resolve problems.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs including General Plan updates/amendments and other related advanced planning functions such as annexations, regional planning and demographics, zoning plan check function and the

administration of the City's zoning codes and other related current and advanced planning activities; evaluate, recommend and administer policies and procedures related to the efficiency and effectiveness of the planning operations, including the public counter.

3. Plans and evaluates the performance of assigned staff; establishes work programs and personal development goals; regularly monitors work performance and provides leadership and mentoring for performance improvement and development.
4. Oversees the development and implementation of major project goals, program priorities, and presentation materials that are created by professional and technical staff.
5. Investigates, coordinates and resolves significant communication efforts involving staff, other departments, developers, contractors, and the general public; considers strategies to promote teamwork and promote employee development.
6. 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.
7. Represents the division before the Planning Commission, and various committees and boards, and the City Council. Coordinates planning matters with legal counsel.
8. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
9. 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.
10. Leads environmental reviews and assessments involving private and City projects, ordinances, and policy development.
11. 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.
12. 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.

13. 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.
14. Advises the City Council, Planning Commission, City Manager, Director of Community Development 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.
15. Assists in the preparation of new City ordinances and the revision of existing ordinances; reviews development plans for conformance with planning policies and standards.
16. Assists Director of Community Development in building strong city relations with the development, business community and residents.

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, 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; principles of employee motivation and leadership; customer service practices; principles and practices of supervision, training, and evaluation; budgeting practices; contract administration practices; research and surveying methods; ability to plan, organize, direct and coordinate the work of professional and technical personnel; select, supervise, train and evaluate staff; identify and respond to Planning Commission, City Council, and staff issues, concerns and needs; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods, procedures and techniques; formulate work plans; prepare clear and concise administrative reports and make effective presentations at community, management and official levels; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and harmonious working relationships with staff, management, developers, consultants, and other parties on behalf of the City.

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:

Any combination of experience and education that could likely provide the desired knowledge and abilities. A typical way of obtaining the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with a major in urban planning or a closely related field.

Experience: 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.

Licenses/Certificates/Special Requirements:

A valid Class C California driver's license, acceptable driving record, and proof of insurance in compliance with the City's Vehicle Insurance Policy standards.

Attend night meetings and special meetings as required.

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.