



Department:	Community Development
Bargaining Unit:	Mid-Management
Salary Range:	M61
Last Revision:	September 2001

PLANNING MANAGER

DEFINITION

Under direction of the Director of Community Development, administers planning activities of the City, and performs varied professional planning activities; directs conducts or participates in long- range planning and special studies; performs related work as required.

SUPERVISION EXERCISED

Receives administrative direction from the Community Development Director.

Exercises direct supervision over technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, assign, direct and review the work of a staff of professional planners and clerical support staff.

Review applications for general plan and zone changes, subdivisions, variances, use permits, planned developments, site approvals, etc.

Direct or personally perform studies, evaluate alternatives, and make recommendations regarding the processing of such applications.

Oversee environmental review processes.

Act as a liaison and provide staff support to appointed boards and commissions.

Confer with property owners, developers, contractors and others regarding planning issues.

Confer with and provide professional and technical support to other city staff on planning issues.

Review preliminary designs and building plans and specifications for environmental and zoning implications.

Administer and update the City=s zoning, subdivision and environmental regulations.

Develop, maintain, implement and interpret City General Plan; update the General Plan as needed.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Participate in joint planning studies with representatives of other cities and the county.

Interpret City policies and procedures to staff.

Assist in preparing departmental goals, objectives, work standards and the annual budget.

Monitor developments related to planning and zoning matters, evaluate their impact upon City operations and recommend procedural changes.

Maintain records and prepare a variety of periodic and special reports.

Prepare correspondence, draft ordinances and other written materials.

Provide technical assistance to City Manager, City Attorney and other City departments.

Make presentations before the Planning Commission, City Council and other local agency boards.

Serve as the Acting Community Development Director as required.

Serve as Secretary to the Planning Commission as directed.

Willingness to attend night meetings.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices and techniques of urban planning.

Principles of organization, administration, budget, and personnel management.

Basic supervisory principles and practices.

Zoning principles and methods.

Economic forecasting and statistical research methods.

Environmental issues as related to the planning process, specifically, the California

Knowledge of:

Environmental Quality Act (CEQA).

Applicable local, state and federal laws and regulations.

Skill to:

Plan, assign, direct and review the work of a professional staff and support staff.

Implement, interpret and explain complex policies, procedures, rules and regulations.

Conduct analytical studies, compile statistical and economic data, evaluate alternatives, and make sound recommendations.

Read and interpret maps and specifications.

Operate scales and other measuring equipment.

Operate modern office equipment including computer equipment.

Ability to:

Exercise sound independent judgment within policy guidelines.

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

Represent the City effectively in meetings with others.

Prepare clear, concise and competent correspondence, reports and other written materials.

Experience and Training Guidelines

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

Experience:

Five (5) years of progressively responsible urban planning experience, at least two (2) years in a supervisory capacity and experience in a small to mid-sized City.

Training:

Equivalent to graduation from a four-year college with major course work in urban planning, architecture, public administration or field closely related to the work.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver=s license.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with the ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 20 lbs.; ability to travel to different sites and locations.

Effective Date: September 4, 2001