



PLANNING MANAGER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under the general direction of the Community Development Director, this classification performs a variety of managerial, supervisory and professional duties related to current and advance planning and special projects; provides supervision and oversight of daily operations of the Planning Division of the Community Development Department; trains and evaluates personnel within the division; and performs other duties as required.

ESSENTIAL FUNCTIONS *(Include, but are not limited to the following)*

The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the classification.

Supervises subordinate personnel within the Planning Division of the Community Development Department, including managing the preparation, presentation and implementation of current and advance planning functions and special studies prepared by professional and technical planning staff; provides technical direction, training and support to other division personnel and City departments; prepares, or coordinates the preparation of written reports and/or special planning studies; makes work assignments, and monitors workload of subordinate personnel; prepares and delivers performance evaluations of subordinate personnel; monitors or coordinates the preparation of packets for the Planning Commission; attends meetings of the Planning Commission and/or City Council, as required; makes presentations to City boards and commissions, as required; serves as City representative to local and/or regional boards and committees, as required; monitors and participates in the preparation of the annual Planning Division budget; performs related duties as required. Incumbent may be called upon to act as Community Development Director in his/her absence.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification)*

Education and Experience:

A Bachelor's degree from an accredited four-year college or university in Planning, Urban Studies or a closely related field. A Master's degree is preferred. A minimum of seven (7) years of progressively responsible professional experience in municipal planning, with emphasis on current and advance planning. A Master's degree can be substituted for one (1) year of experience. A Bachelor's degree in a field other than Planning, Urban Studies or a closely related field can be substituted as a qualification with one (1) additional year of experience.

Licenses and Certifications:

Possession of a valid Class C California Driver's License.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification)*

Knowledge of: applicable State, federal and local ordinances, codes, laws, rules and regulations and legislative issues related to planning; methods and techniques of research, statistical analysis, and report presentation; administrative principles and practices, including goal setting and implementation; architectural, urban planning & zoning, development and construction principles and practices; principles and practices of research, analysis, data compilation, and effective report writing; principles, practices, and techniques of effective customer service and collaborative problem solving; business ethics; office administrative practices and procedures, such as business letter writing and the operation of standard office equipment; all computer applications and hardware related to performance of the essential functions of the job; record keeping, report preparation, filing methods and records management techniques.

Skill in: using tact, discretion, initiative and independent judgment within established guidelines; applying logical thinking to solve problems and accomplish tasks; analyzing, resolving, and/or making recommendations regarding a variety of administrative, financial, and operational issues; preparing clear and concise reports, correspondence, and other written materials; preparing and delivering presentations; organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction; communicating orally and in writing with internal staff, the public, and City and government officials in order to give and receive information in a courteous manner; using a computer and appropriate computer applications to perform the essential and important functions of the job; operation and routine maintenance of general office machines such as copiers, facsimile machines, and telephone systems; analyzing and resolving technical data, situations and problems; researching, compiling, and summarizing a variety of informational and statistical data and materials.

Ability to: establish and maintain effective working relationships with others; ability to communicate in English both orally and in writing at the appropriate level; ability to perform mathematical calculations at the appropriate level; ability to learn and follow City and departmental policies procedures; ability to read and interpret documents such as operation and maintenance instructions, and procedure manuals; ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy; ability to draft and type correspondence; ability to deal with problems involving several complex variables in non- standardized situations.

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PLANNING MANAGER
EXEMPT
REVISED: APRIL 2008
Revised: JUNE 2017