

JOB SPECIFICATION

CLASS TITLE	ADOPTION	
PLANNING MANAGER	RESOLUTION NO. 8340	EFFECTIVE DATE 10/21/2024
	FLSA DESIGNATION EXEMPT	EMPLOYMENT

GENERAL PURPOSE

Under administrative direction, manages, supervises and coordinates current or advanced planning activities and operations within the Community Development Department including processing current planning applications, advanced planning functions, capital projects, and environmental review under the California Environmental Quality Act; coordinates assigned activities with other divisions, outside agencies, and the general public; provides highly responsible and complex staff assistance to the Director of Community Development; may serve as the Director in their absence; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management classification that manages all planning programs, projects, and activities of the Planning Division. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day current planning activities and is responsible for providing professional-level support to the Director of Community Development in a variety of areas. This class is the advanced journey level of the Planner series, distinguished from the Director of Community Development in that the latter has overall responsibility for all functions of the department and for developing, implementing, and interpreting public policy. Positions assigned to the class of Planning Manager are distinguished from lower level planning classes by the performance of highly sensitive and complex planning work as well as by the direct supervision of lower level professional, technical and/or clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristic duties, responsibilities, knowledge, skills and other characteristics. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class. Other duties may be required and assigned.

1. Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the department's and the City's mission, objectives and values regarding teamwork, mutual trust and respect; applies process improvement and quality management principles to assigned areas of responsibility.
2. Participate in the development and implementation of Department goals, objectives, policies, and priorities.
3. Ensures coordination within Divisions and Department efforts and interests with City Council, the Planning and Preservation Commission and other groups and constituencies; makes presentations to and meets with residents, developers, architects and others to provide advice, problem solving assistance, answers to questions and interpretation of program goals and policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

4. Monitors and keeps up to date with State, Federal and Regional legislation pertaining to land use and development.
5. Coordinates land use and development activities with other programs, departments or staff to ensure program delivery according to appropriate policies, procedures and specifications; conducts studies and prepares reports regarding land use and compliance.
6. Supervise special planning, zoning and environmental studies, zoning code enforcement; prepare reports and findings.
7. Personally perform complex and sensitive planning and redevelopment work including long range and current planning projects such as zoning code and General Plan amendments.
8. Participates in the development of the department budget in addition to directing and monitoring department budget and professional service contracts performed on behalf of the City by outside contractors and consultants.
9. Coordinate staff work for the Planning & Preservation Commission, City Council, and various citizen committees.
10. Participate in the development of grant proposals and grant funding administration.
11. Represent the City at public meetings and present planning and zoning matters to the City Council, Planning & Preservation Commission and citizen committees as directed.
12. Manages the performance of department staff; interviews and selects new staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; contributes to the development of and monitors performance against the annual department budget; supervises and participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
13. Performs other related duties related duties as assigned.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

1. Principles and practices of urban planning and redevelopment.
2. Laws relating to land use, zoning, general plans, and environmental review.
3. Code Compliance.
4. Community Development Block Grant program.
5. Contract development and administration.
6. Principles of organization, administration, budget and personnel management.
7. Principles and techniques of work program design and scheduling.
8. Literature and trends in urban planning.
9. Automated business computing systems.
10. Principles and practices of effective leadership, management and supervision.
11. Project management principles and practices.

EDUCATION, TRAINING AND EXPERIENCE:

Any combination of education, training, and work experience to demonstrate possession of the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical way of obtaining the required qualifications is to possess: a Bachelor's degree in an accredited college or university in urban or regional planning, geography, architecture, or related field and five (5) years of progressively responsible professional experience in planning or community development, including two (2) years of supervisory experience; or an

MINIMUM QUALIFICATIONS

equivalent combination of education and experience, preferably in a municipal agency. A Master's degree is desirable.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program.

American Institute of Certified Planners (AICP) Certification is desirable.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees 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 must have the ability to operate a variety of automated office equipment, including a calculator, copier, scanner, or personal computer; coordinate eyes, hands, feet and limbs in performing slightly skilled movements, such as drafting; ability to exert light physical effort in sedentary to light work, typically involving lifting, carrying, pushing, pulling, sitting and/or walking; Lifting – occasional lifting up to 20 pounds; maneuver and steer equipment and machinery requiring simple, but continuous adjustments, such as the operation of an automobile; utilization and care of various types of office machinery and equipment.

MENTAL DEMANDS

While performing the duties of this class, an employee uses the ability to add, subtract, multiply and divide; to calculate decimals, ratios, percentages and fractions, as well as volumes, present values and spatial relationships; and to inferential statistical reports and/or formulation and equation data. In addition to use functional reasoning and apply rational judgment in performing diversified work activities; exercise independent judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria; decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution; ability to analyze and categorize data and information using established criteria, in order to determine consequences and to identify and select alternatives; a variety of advisory data and information, such as regulations, blueprints, procedures, laws, non-routine correspondence, and technical operating manuals; ability to communicate effectively with coworkers, developers, elected and appointed officials, and the general public, both verbally and in writing; to counsel, treat and mediate, and/or provide first-line supervision; ability to persuade, convince, and train others; to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

WORK ENVIRONMENT

Employees in this class work in an office and outdoor environment with exposure to noise and outside weather conditions.

The employee will be required to work various shifts at night, on weekends and at times on holidays as

WORK ENVIRONMENT

assigned and respond in emergency situations and natural disasters. The employee may be required to use personal vehicle in the course of employment.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

