

## **PLANNING MANAGER**

### **DEFINITION**

Performs professional-level current and advanced planning activities, including conducting a variety of studies and preparing staff reports and enforcing zoning and subdivision ordinances for the City; provides information and assistance to property owners, developers, contractors and the public; provides professional assistance to the City Council and Planning Commission and others in areas of expertise; performs related work as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

This single-position class receives general supervision from the Community Development Director or his/her designee. Supervision is provided to all Planning/Building staff.

### **CLASS CHARACTERISTICS**

This single-position class administers a multi-function, coordinated Planning and Building department, utilizing the services of professional and technical contractors as well as City staff. Primary emphasis is on current planning and issues in a developing City. Responsibilities include coordinating the activities of the department with those of other City departments and local agencies to provide required services in an efficient, effective and economical manner. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. Assignments allow for a high degree of administrative discretion in their execution.

### **EXAMPLES OF DUTIES** (Illustrative Only)

- Reviews applications for residential, commercial and industrial development; evaluates alternatives and conformance with City policies, ordinances, the General Plan and state and federal laws; prepares and presents staff reports to the Planning Commission and the City Council regarding such applications.
- Reviews applications for zoning variances, business licenses, use permits and other occupancies for conformance to applicable ordinances and policies.
- Assists the Planning Commission and City Council in the continued maintenance and adaptation of the General Plan for the future development of the City as it relates to area wide planning.
- Confers with and provides information to property owners, contractors, developers, engineers, architects and the public regarding conformance to standards, plans, specifications and codes; explains codes, requirements and procedures and evaluates alternatives.
- Coordinates the development application process and other current planning activities with those of other City departments, outside consultants and regulatory agencies; may administer consultant contracts.

- Participates in City long- and short-range planning activities; prepares modifications to specific General Plan elements; conducts a variety of special studies, evaluates alternatives, makes recommendations for actions, and prepares narrative and statistical reports.
- Reviews maps and subdivision plans for compliance with zoning, subdivision and grading ordinance and recommends acceptance, modification or rejection.
- Investigates violations, complaints and official reports particularly checking for hazardous conditions and compliance with zoning codes.
- Checks non-structural details of plans for residential, commercial, and industrial developments.
- Serves as the staff liaison to the Planning Commission and Design Review Board.
- Prepares a variety of written correspondence, reports, procedures, ordinances and other written materials.
- May direct the work of support staff on a project or day-to-day basis; instructs staff in work procedures and reviews work as required.
- Maintains accurate records and files.
- Reviews planning documents submitted by other agencies; monitors changes in laws, regulations and technology that may affect office operations; recommends policy and procedural changes as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Principles, practices and procedures related to City and regional planning, particularly as related to the current planning and development process.
- Geographic, socio-economic, transportation, political and other elements related to city planning.
- Concepts of municipal zoning, building and other municipal codes.
- Computer applications related to the work, including basic GIS concepts and applications.
- Applicable laws, codes and regulations.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations and with property owners, developers, contractors and the public.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Techniques for effectively dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

#### **Skill in:**

- Implementing current and advanced planning, zoning and other ordinance conformance and business application programs in an independent and cooperative manner.

- Conducting complex research projects, evaluating alternatives, making sound recommendations and preparing effective technical staff reports.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the City in meetings with governmental agencies, community groups and various business, professional, and regulatory organizations and in meetings with individuals.
- Directing and reviewing the work of support staff on a project or day-to-day basis.
- Training staff in work procedures.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Making effective public presentations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

Bachelor's degree from an accredited college or university with major coursework in community or urban development, planning, architecture, engineering or a field related to the work and four years of professional experience in planning, zoning and related community development activities. Possession of a Masters degree is desirable.

**License:**

Must possess and maintain a valid California class C driver's license and a satisfactory driving record.

**Working Conditions:**

Works inside and outside. Must be able to attend meetings and other activities outside of normal working hours and work overtime if required. May include travel to sites out of the City.

**Physical Demands:**

Must possess mobility to work in a standard office setting, to inspect City development sites, to operate a motor vehicle and to visit various City and meeting sites; strength and stamina to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.