

CITY OF SALINAS

PLANNING MANAGER

BARGAINING UNIT/CLASS CODE:

AMPS / D23

DEFINITION

To plan, direct, and coordinate Community Development's Current Planning or Housing Division and to provide highly technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Director. Exercises supervision of professional, technical and clerical staff.

ESSENTIAL FUNCTIONS OF THE POSITION Duties may include, but are not limited to, the following:

Administer and supervise complex community development activities including current planning projects, housing and other community development activities. Manage the Development Review process. Administer Community Development Block Grant and other grant programs. Coordinate divisional activities with other City departments, civic organizations, governmental and non-profit agencies, as well as the general public. Conduct or oversee research, assembly, analysis, and use of planning data, including social, economic, housing, community facility, transportation, and other demographic information. Work with regional agencies on the formulation of policies affecting local government, such as air quality, water resources, transportation, housing and other regional issues. Provide highly responsible staff assistance to Director. Supervise, schedule, train, evaluate and discipline professional, technical, and clerical staff. Prepare and oversee division budget. Research and analyze divisional needs, and implement recommendations to improve programs and carry out policy. Provide technical assistance to City Manager, City Attorney, City Council, and appropriate City commissions, boards and committees; represent the Department on various policy and staff committees. Assist in the development and implementation of City and Departmental goals, objectives, policies and priorities. Draft ordinances, ordinance amendments, and resolutions. Interpret and analyze legislative proposals and activities. Ensure program compliance with federal, state, and local regulations. Plan, implement, and administer grants from other agencies. Review and approve staff reports, correspondence, and meeting minutes to ensure accuracy and compliance with the City and departmental goals, objectives, and policies. Supervise, coordinate, review, and evaluate environmental studies, including Environmental Impact Reports. Negotiate, develop, and administer contractual agreements. Promote and maintain safety in the work place. Perform related duties, as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on plans and specifications for development projects, and distinguish colors for design evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead as needed; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally include driving to job sites, training and out-of office meetings.

**CITY OF SALINAS
PLANNING MANAGER (continued)**

QUALIFICATIONS

Knowledge of:

Principles and practices of urban and regional planning. Principles and practices of public administration, project, budget and personnel management. Applicable Federal, State and local laws and regulations relating to urban and regional planning and community development programs. Grant and contract administration; negotiation techniques. Applicable environmental regulations (e.g., California Environmental Quality Act and National Environmental Protection Act). Real estate financing, construction and development practices and procedures. Research methods and procedures. Mathematics and statistics. Written, oral, and graphic presentation techniques. Planning and land development research and application methods. Operation of personal computers with proficiency using word processing and spreadsheet programs.

Ability to:

Manage a division, including preparation and oversight of budget, staffing, work plans, major projects (e.g., Zoning Code revisions) and accompanying administrative details. Identify and resolve complex organizational, procedural, technical problems. Correctly interpret, analyze, explain, and apply governmental policy, procedures, and regulations. Project, prepare and oversee divisional budgets. Prepare concise, comprehensive, and accurate written reports and correspondence. Establish and maintain effective working relationships with City staff, public agencies, and the general public. Communicate clearly and concisely, orally and in writing. Manage, select, train and evaluate assigned staff. Effectively organize tasks, plan time, and meet deadlines. Promote the mission, values, and standards of an effective public organization, particularly in the area of customer service.

Education and Experience:

An example of the education and experience which most likely demonstrates the required knowledge, skills, and abilities would be any combination equivalent to a Bachelor's degree from an accredited college or university with major course work in urban or regional planning, public administration, business, or a closely related field; and five (5) years progressively responsible work experience in urban planning, community development, or public administration, including professional level duties, which includes supervision.

Reviewed _____ Approved _____
Department Director Human Resources Officer

Approval Date: _____

ORIG: 3-95, REV: 10-06, REV: 04-10