



Job Description

Job Title: Planning Manager		Date Created: 2/2015
Department: Community Development		Date Reviewed:
Job Code: 15.3001	Bargaining Unit: AMPS	FLSA: Exempt

Summary of Duties: The Planning Manager is responsible for the overall planning, direction, and coordination of the Community Development Department's Planning or Housing Division. The incumbent provides highly skilled, responsible, and experienced technical staff assistance.

Distinguishing Characteristics: This is a managerial level position within the Community Development Department. This position is distinguished from other positions in its responsibility, expertise, and overall direction of the division. Receives general direction from the Community Development Director and exercises supervision over professional, technical, and clerical staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

(These functions are representative and may not be presented in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Administers, oversees, and supervises complex community development activities including current planning projects, housing, and other community development activities.
2. Manages the Development Review process; conducts and oversees research, assembly, analysis, and use of planning data, including social, economic, housing, community facility, transportation, and other demographic information.
3. Administers Community Development Block Grant, Emergency Solutions Grants, HOME Investment Partnerships Program and other grant programs.
4. Coordinates divisional activities with other City departments, civic organizations, governmental and non-profit agencies, as well as the general public.
5. Works with regional agencies on the formulation of policies affecting local government, such as air quality, water resources, transportation, housing, and other regional issues.
6. Provides highly responsible staff assistance to Director; provides technical assistance to City Manager, City Attorney, City Council, and appropriate City commissions, boards and committees; represents the Department on various policy and staff committees.
7. Supervises, schedules, trains, evaluates, and disciplines professional, technical, and clerical staff; researches and analyzes divisional needs; implements recommendations to improve programs and carry out policy.
8. Drafts ordinances, ordinance amendments, and resolutions; interprets and analyzes legislative proposals and activities; ensures program compliance with federal, state, and local regulations.
9. Prepares and oversees division budget; plans, implements, and administers grants from other agencies; assists in the development and implementation of City and departmental goals, objectives, policies and priorities.
10. Review, and approve, staff reports, correspondence, and meeting minutes to ensure accuracy and compliance with the City and departmental goals, objectives, and policies; supervises, coordinates, reviews, and evaluates environmental studies, including Environmental Impact Reports.
11. Negotiates, develops, and administers contractual agreements; establishes and maintains functional and professional relationships while promoting and maintaining safety in the work place.
12. Performs related duties, as assigned.

Typical Decisions: The incumbent will typically make decisions regarding the general management, administration, supervision, and direction of the Planning or Housing division and its activities. Will use extensive independent judgement and make large scale managerial and policy making decisions.

Minimum 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.
- 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.
- Principles and practices of supervision, training, and problem-solving techniques.

Skill in:

- Managing a division, including preparation and oversight of budget, staffing, work plans, major projects, and accompanying administrative details.
- Identifying and resolving complex organizational, procedural, technical problems.
- Correctly interpreting, analyzing, explaining, and applying governmental policy, procedures, and regulations.
- Projecting, preparing, and overseeing divisional budgets.
- Preparing concise, comprehensive, and accurate written reports and correspondence.
- Establishing and maintaining effective working relationships with City staff, public agencies, and the general public.
- Communicating clearly and concisely, orally and in writing.
- Managing, selecting, training, and evaluating assigned staff; promoting quality customer service.
- Effectively organizing tasks, planning time, and meeting deadlines.
- Promoting the mission, values, and standards of an effective public organization.

Education: Bachelor's degree in urban or regional planning, public administration, business, or a closely related field.

Experience: Five years progressively responsible work experience in urban planning, community development, or public administration, including professional level duties, which includes supervision.

Licenses and Certifications: A Valid California State Driver's License.

Physical Demands and Working Conditions: This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to twenty pounds.

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.