

PLANNING MANAGER

DEFINITION

To administer the City Zoning Ordinance; to supervise the processing of applications for use permits, site plan reviews and variances; to present and amplify staff recommendations to the Planning Commission and City Council.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Community & Economic Development Director. Responsibilities include supervision of subordinate Division staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Essential

Assist in the development and implementation of goals, objectives, policies, and priorities.

Direct the administration of the City Zoning Ordinance and the General Plan.

Develop forms and procedures in processing applications for use permits, variances and site plan reviews and other as necessary.

Review zoning reports and recommendations of assigned personnel and personally present and justify staff recommendations to the Planning Commission and City Council.

Coordinate the functions of zoning with other governmental jurisdictions.

Study and analyze the effectiveness of land use policies.

Recommend and prepare revisions and additions to the Municipal Code.

Supervise field enforcement of planning regulations.

Provide staff support for the Planning Commission and City Council committees on planning related matters.

Prepare initial studies and manage the preparation of environmental impact reports.

Serve as a resource on modern technology related to planning activities, including a Geographic Information system (GIS); recommend, implement and maintain appropriate systems.

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Respond to citizen complaints and requests for information.

Assist in budget preparation and administration.

Supervise, train and evaluate professional, technical and clerical subordinates.

Assist in redevelopment activities.

May represent the department in the absence of the Director.

Important

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles of land use and urban planning.

State law and municipal and county ordinances governing land use and zoning.

General principles of effective organization, administration and personnel management.

Ability to:

Plan, organize, and supervise the activities of zoning administration.

Establish and maintain effective working relationships with the public and other City officials; be responsive and customer friendly.

Work effectively with boards and commissions involved in zoning and planning activities.

Interpret and apply zoning regulations and planning concepts to unusual or difficult land problems.

Communicate effectively, orally and in writing.

Read and interpret development plans and specifications.

Select, supervise, train and evaluate subordinates.

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Research, recommend, and implement appropriate technological systems, such as a Geographical Information System or other similar systems; operate a computer and other office equipment applicable to work.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four year of increasingly responsible experience in planning or zoning, including some experience in administrative and supervisory responsibilities.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in planning or a related field. A Master's degree is desirable.

License or Certificate:

Possession of a valid California Driver's License.

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

PHYSICAL REQUIREMENTS:

The work requires a combination of the following physical requirements depending upon a given task, on a given day: 3 to 6 hours of sitting, face-to-face or verbal contact, finger dexterity, light grasping, eye-hand coordination, conversations and telephone conversations; up to 3 hours of standing, walking, bending, crouching, stooping, twisting, turning, firm grasping, reaching forward or overhead, pinching, driving, vision accuracy (far), depth perception, field of vision, accommodation, color vision; up to 3 hours of lifting, carrying or pushing/pulling 10lbs. or less; 6 to 8 hours of vision accuracy (near).

MENTAL REQUIREMENTS:

The work requires a combination of the following mental requirements depending upon a given task, on a given day: abstract variables; interpreting, taking, comprehending and following instructions; standard problems; simple to complex- reading, writing, and math skills; spatial; clerical; forming, coordinating, analyzing, compiling, comparing, mentoring, negotiating, supervising, diverting, persuading, speaking-signaling, serving; performing simple repetitive tasks to varied, complex tasks; maintain work pace; relate to other people; influence other people; generalizing; evaluating; responsibility for direction.

WORK ENVIRONMENT:

Work is performed indoors and outdoors; unprotected heights; moving machinery; slippery/uneven surfaces; below ground; using a computer and other office equipment; working alone; working around or with others; exposure to moderate office noise.