



Planning Division Manager

Purpose of the role:

Under administrative direction, plans, organizes, and manages the activities and operations of an assigned Planning Division within the Community Development Department; oversees, manages, and participates in the development and implementation of multiple current and long range City planning programs functions including land annexation, land use, zoning, open space system management, environmental review, and related municipal plans and policies; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the Community Development Director; and performs related duties as assigned.

Distinguishing Characteristics:

The Planning Division Manager is a Division head with responsibility for planning, organizing, and implementing major programs, services, and operations related to the assigned area. Incumbents in this class are responsible for developing and implementing the Division's goals and objectives and for planning, organizing, and directing the work of subordinate staff. Assignments are broad in scope and are carried out with a significant degree of latitude and independence.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Plans, organizes, controls, integrates, and evaluates assigned Division activities and operations within the Community Development Department including in the areas of advanced planning, current planning, and housing and redevelopment; develops, implements, and monitors long-term plans, goals, and objectives focused on achieving the department's mission and priorities; manages and directs the development, implementation, and evaluation of plans, policies, systems, and procedures to achieve annual goals, objectives and work standards.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, in accordance with the City's Personnel Rules and Regulations.

- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate services and staffing levels.
- Provides leadership and works with staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training, and day-to-day management practices that support the City's mission and values.
- Participates in the development of the Department's annual budget; forecasts funds needed for the Division's staffing, equipment, materials, and supplies; approves Division expenditures and implements budgetary adjustments as appropriate and necessary.
- Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups and the general public; serves as a member of various staff committees as assigned.
- Prepares and coordinates reports, presentations and comments on current and advance planning issues and/or housing and redevelopment issues for Planning Commission, City Council, community groups and regulatory agencies; ensures timely actions on Planning Commission directives and initiatives; ensures implementation of City Council resolutions on departmental matters.
- Advises the City Council, Planning Commission, City Manager, Community Development Director and others on departmental issues; assembles necessary resources to solve a broad range of programmatic and service delivery problems in current and/or advanced planning and/or housing and redevelopment.
- Analyzes and develops project plans; determines project priorities and scheduling; estimates and establishes guidelines for personnel, resources, and time required for planning project completion; monitors standards and schedules to ensure project completion within estimated costs and time schedules; prepares and/or reviews complete, accurate and concise written technical reports and correspondence including staff reports; conducts special research to support major planning projects.
- Maintains and updates General Plan elements on a regular basis.
- Prepares and assists in the preparation of new or revised City ordinances.
- Ensures the proper administration and enforcement of the City's zoning, housing, and related codes.
- Provides staff assistance to the Community Development Director; completes special projects as assigned; represents the City at various meetings and events; prepares and presents staff reports and other necessary correspondence.
- Confers with personnel from other departments and agencies in carrying out assignments; meets with professionals, citizens and organizations to encourage action or resolve problems related to division work activities and projects.
- Explains, justifies, and defends assigned programs, policies, and activities; negotiates and resolves sensitive and controversial issues; responds to and resolves difficult and sensitive citizen inquiries and complaints.

- Maintains current knowledge of new trends and innovations in the fields related to area of assignment including community development, urban planning, and housing and redevelopment; monitors legislation, court rulings, and professional practices and techniques; evaluates their impact on City operations and recommends policy and procedural improvements; attends and participates in professional group meetings; participates in professional development activities; reads publications relevant to area of assignment.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of a municipal planning program.
- Objectives, principles, procedures, standards, practices, information sources, and trends in the field of urban planning and/or housing and redevelopment.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of management, supervision, training, and performance evaluation.
- Land use, physical design, demographic, environmental, and social/economic concepts as applied to municipal planning.
- Research methods and statistical analysis techniques related to municipal planning.
- Application, modification, and inter-relationships among housing codes, ordinances, policies, standards, procedures and practices associated with the planning function.
- Community trends and market analyses techniques.
- Pertinent federal, state, and local laws and regulations, including state planning laws, the Subdivision Map Act and the California Environment Quality Act.
- Terminology, symbols, methods, and techniques used in planning and preparation of planning exhibits including site plans, grading plans and architectural elevations.
- Local government organization and the functions and practices of a municipal planning unit and relationships among various local and governmental entities.
- Negotiation and presentation principles and practices.
- Modern office procedures, methods, and equipment including computers and various software packages.
- Methods and techniques used in customer service and public relations.

***Desired
Minimum
Qualifications:***

Ability to:

- Oversee and participate in the management of a comprehensive planning division program.
- Manage and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.

- Participate in the development and administration of division goals, objectives, and procedures.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Perform complex analysis and research, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare and administer large and complex budgets.
- Perform a full range of complex and difficult professional analytical, programmatic and administrative duties involving the use of independent judgment and personal initiative.
- Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Perform and coordinate technical current, advanced and project-planning activities including the collection, evaluation, analysis, and interpretation of varied information and data pertaining to complex issues.
- Develop recommendations for problematic areas and implement and monitor changes.
- Oversee and participate in the preparation of clear and concise technical, administrative, and financial reports, documents, and correspondence.
- Understand, properly interpret, apply, ensure compliance with, and make recommendations in accordance with pertinent federal, state, and local laws, regulations, policies and procedures including the Subdivision Map Act and the California Environment Quality Act.
- Understand the organization and operation of the City, assigned program, and of outside agencies as necessary to assume assigned responsibilities.
- Read and interpret complex data, information, and documents including maps, census data, site and building plans and specifications, graphs and other statistical data.
- Direct the preparation of visual displays including maps, graphs, and statistical charts.
- Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Identify and respond to community and organizational issues, concerns, and needs.
- Exercise sound independent judgment within departmental guidelines.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Represent the City effectively in meetings with commissions, community groups, governmental bodies, the media and the public.
- Operate and use modern office equipment including a computer and various software packages.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Strategic Thinker
- Problem Solver and Decision Maker
- Planner and Organizer
- Interpersonally Effective
- Skill and Career Development Coach
- Technically Knowledgeable

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

Education:

A Bachelor's degree from an accredited college or university with major course work in urban planning, business administration, public administration, or a closely related field.

**Education and
Experience
Guidelines:**

Experience:

Eight years of increasingly responsible professional planning and/or housing and redevelopment experience including two years of management and administrative responsibility.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Physical and
Environmental
Conditions:**

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment. **Vision:**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; some positions may perform site visitations that involve exposure to outdoor weather conditions and possible exposure to chemicals, fumes, dust, and air contaminants; interact with officials and the public.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

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.

Date Adopted: 7/5/03

Date Revised: