

PLANNING MANAGER
\$49,2582 - \$62,8672 Hourly
\$97,334.20 - \$124,225.58 Annually

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are not intended to reflect all duties performed within the job.

DEFINITION

Under executive direction, administers the City's current and advanced land-use planning and code enforcement programs; provides information to developers and others on City codes and regulations relating to land use; acts as staff liaison to the Planning Commission; serves as a member of the City's management team and participates in departmental policy development, administrative planning, and problem resolution; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager and/or Deputy City Manager. Exercises direct supervision over assigned personnel.

ESSENTIAL FUNCTIONS: *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Plans, organizes, directs and coordinates all Planning Division activities including advance and current planning and zoning enforcement.
- Prepares and administers the Division budget.
- Develops and implements procedures for the processing of work; analyzes proposed projects and prepares staff reports including recommendations on actions to be taken and related justification; confers with developers and citizens on proposed projects and gives direction and advice on how to gain compliance with City policies, codes, and regulations.
- Selects, supervises and evaluates work of consultants and integrates consultants' work into division work program.
- Reviews community growth patterns, trends in land use, community needs, and other factors in making recommendations for controlling and regulating community development.
- Provides administrative support for the Planning Commission, Design Review Subcommittee, and Development Review Committees; makes presentations to the City Council and Planning Commission and other groups concerning planning projects; prepares or directs the preparation of detailed studies related to proposed developments; may conduct general administrative projects concerning matters outside the scope of the planning function.
- Coordinates planning activities with those of other City departments and outside agencies; addresses public complaints regarding land use and planning activities.
- Presents and justifies proposed plans, plan revisions, ordinances and other recommendations involving advance, current and transportation planning objectives;

develops, implements and maintains a sound general plan; conducts comprehensive housing, transportation, environmental and land use planning; directs current planning activities including the City's development review process involving zoning, development applications, subdivisions, *historic architectural* preservation, environmental review, design review activities; transportation demand management, coordination of planning and traffic engineering staff, and inter-jurisdictional coordination of transportation programs.

- Reviews, analyzes and develops projects and determines project priorities and scheduling; estimates personnel, resources and time required for project completion;
- Monitors complex projects as they proceed through the permit process and investigates complaints about current planning operations.
- Supervises professional work associated with (1) the comprehensive general plan, area plans, historic architectural preservation ordinance, design review ordinance, and other applicable planning areas, environmental impact reports, capital improvements plans, transportation plans; and (2) the Planning Commission, and City Council.
- Makes decisions within specified limits regarding land use, transportation and zoning matters; provides technical assistance to the Planning Commission, and other boards and commissions; acts as a staff liaison to one or more of these boards or commissions;
- Prepares complete, accurate and concise written technical reports and correspondence; makes presentations before the City Council, commissions, committees, community groups, boards and governmental bodies.
- Keeps informed of current trends in the planning and/or transportation fields including legislation, court rulings, and professional practices and techniques; evaluates their impact upon City operations and recommends policy and procedural improvements.
- Meets with representatives, professionals, citizens, neighborhood groups and other organizations to encourage action or resolve problems related to the division's activities and projects.
- Performs related duties, as required.
- Communicate and meet with the City Manager as requested or assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, standards, information sources and trends in the fields of advance, current and/or transportation planning;
- Local, State and federal laws applicable to planning, zoning, subdivision, environmental review and transportation issues;
- Land use, physical design, demographics, environmental, social and economic concepts, and transportation, including public and private financing and capital improvements;
- Application of, modification of, and interrelationships between ordinances, policies, standards, procedures and practices associated with the planning function;
- Computer technology and statistical analysis techniques related to municipal planning;
- Local government organization and the functions and practices of a municipal planning unit;

CITY OF HERCULES

- Methods and practices of community organization and citizen participation;
- Supervisory principles and practices, including budget, goals and objectives development and work planning and organization.

Ability to:

- Plan, organize, assign, review and evaluate the work of assigned staff.
- Perform and coordinate technical aspects of advance, current and/or transportation planning activities, such as the collection and analysis of data, preparation of reports and recommendations pertaining to complex issues.
- Interpret laws, policies, procedures, regulations, maps, specifications, site and building plans, graphs and statistical data.
- Analyze complex operational and administrative problems, evaluate alternatives and recommend and adopt effective courses of action.
- Develop and implement goals, objectives, policies, procedures, work standards and management controls, including applying project management techniques.
- Direct the preparation of visual displays, such as maps, graphs and statistical data; prepare clear and concise reports, correspondence and other written materials and make clear oral presentations.
- Establish and maintain cooperative working relationships with those contacted in the course of the work; facilitate meetings with representatives, professionals, citizens and organizations to achieve problem solving.
- Exercise sound, fair and consistent independent judgment within established guidelines.
- Provide technical assistance and staff leadership to various boards and commissions.
- Must be able to attend evening or weekend meetings as required.

EDUCATION AND EXPERIENCE: *Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:*

Education:

Graduation from a four-year college or university with a major in Urban Studies, City and Regional Planning, Environmental Planning, Public Administration or related field. A master's degree is highly desirable.

Experience:

Extensive, increasingly responsible administrative and supervisory experience (five years +) in urban planning or related field.

Certificate/License:

American Institute of Certified Planners (AICP) certification is highly desirable. Possession of or ability to obtain, prior to employment, a Class C California driver's license and a good driving record.

WORKING CONDITIONS

- Ability to sit for long periods of time, stoop, kneel, crouch, reach, finger, grasp, write, and perform repetitive motions, such as taking cash, replenishing supplies, using a computer and a telephone.
- Hearing and speaking ability sufficient to carry on a conversation with another individual (or group of individuals) in person and over the telephone.
- Visual ability sufficient to read and produce printed material and information displayed on a computer screen.
- Must be competent to write, spell and relate accurate information on incident and accident reports, as needed.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee's Signature

Date

Supervisor's signature

Date

Updated: November 2013
Unit: Teamsters Mid-Management
FLSA: Exempt