



## **CURRENT PLANNING MANAGER**

### **DEFINITION**

The occupant of this classification is in the unclassified service. This management classification serves as head of the Current Planning Division. This position plans and manages planning, zoning, and development activities for the City, and represents the City in negotiations related to land use and development.

### **SUPERVISION RECEIVED AND EXERCISED**

This position reports to the Community Development Director. Responsibilities include supervision of the Senior Planners, Associate Planners, Assistant Planners and other technical and clerical staff.

### **ESSENTIAL JOB DUTIES**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Develops objectives relating to planning and land development goals. Directs the day to day operations of the Current Planning Division to attain the established goals and policies.
2. Selects, trains, motivates, and manages personnel to accomplish the functions of the Current Planning Division. Works with employees to correct deficiencies and implements appropriate discipline procedures.
3. Keeps abreast of city planning principles within the planning field and adopts those which will contribute to the improved performance of the Current Planning Division.
4. Advises and consults with the Community Development Director on all significant issues.
5. Contributes to the coordination of overall City efforts as well as within the Current Planning Division by cooperating with other managers and supervisors throughout the City to supply and exchange information.
6. Assures the factual and complete preparation of staff reports on development applications. Presents the staff reports in a clear, concise manner to the Planning Commission and/or City Council.
7. Maintains a current and thorough working knowledge of City codes, ordinances, and policies relating to planning, land use development and zoning, and is able to correctly interpret and apply them.
8. Responds to public requests for information in a professional manner. Establishes rapport with the public and is able to communicate and provide needed service in a timely and courteous fashion.
9. Assures the systematic implementation of the General Plan for the City.

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Revised April 2003  
Revised April 2005  
Revised August 2017

10. Evaluates actions taken to implement the objectives and policies of the General Plan. Assures a continuing process of adjusting the General Plan in light of the results of such evaluation.
11. Develops and administers land use regulations to assure the efficient and orderly evolution of land use within the City consistent with the General Plan.
12. Provides timely and effective planning staff support to the Planning Commission and City Council.
15. Develops and monitors data collection systems designed to identify problems and trends in the City in a prompt and accurate fashion.
16. Prepares the annual budget for the Division ensuring the budget adequately documents the amount and level of services to be provided. Exercises control over the authorized budget to keep expenditures within the limits set.
17. May coordinate and complete special projects as assigned by the Director.

## **MINIMUM KNOWLEDGE, SKILLS AND ABILITY**

### **Knowledge of:**

- Principles and practices of urban planning and redevelopment.
- Economics and statistics.
- Research methods and sources of information related to urban growth and development.
- Laws relating to land use, zoning, general plans, and environmental review.
- Principles of organization, administration, budget and personnel management.
- Principles and techniques of work program design and scheduling.
- Principles and practices of effective management and supervision.
- Literature and trends in urban planning.
- Geographic information systems available to manage and display complex planning data and maps, and to conduct research.

### **Skill and Ability to:**

- Plan, assign, and coordinate the work of professional, technical, and clerical personnel.
- Deal with newly emerging best practices in physical and environmental planning.
- Interpret planning and zoning programs to the general public.
- Communicate clearly and concisely both verbally and in writing.
- Identify, coordinate, and resolve a wide variety of interests in the development of land use policies.
- Establish and maintain an effective working relationship with City officials, other governmental agencies, citizens and the public.
- Analyze, synthesize, and apply diverse forms of data to complex planning issues and problems to arrive at sound planning conclusions and recommendations, using modern information technology.

## **LICENSE AND CERTIFICATE**

Possession of a valid California Class C driver's license.

## **TRAINING AND EXPERIENCE**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: a Bachelor's Degree from an accredited college or university in urban planning or related field and

five years of progressively responsible professional level experience in urban planning, or development, including two years of supervisory experience. A Master's Degree is desirable.

#### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which is primarily sedentary
- Is subject to office environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings or weekends.