

ADVANCE PLANNING MANAGER

DEFINITION

Occupants of this classification are in the unclassified service. This management classification serves as head of the Advance Planning Division and is responsible for assuring the provision of a comprehensive planning program consistent with goals established by the City Council. This position plans and directs long range-planning activities related to the update and maintenance of the City's General Plan, 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 professional, technical and administrative staff. This position may act for the Community Development Director as designated.

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 goals and objectives relating to land use, sustainability, and mobility as part of the City's long-range planning solution to address livability and mobility in the City.
2. Directs the day to day operations of the Advance Planning Division to attain the established goals and objectives.
3. Selects, trains, motivates, and evaluates assigned personnel. Works with employees to correct deficiencies and implements appropriate discipline procedures.
4. Keeps abreast of current city planning principles within the planning profession and adopts those which will contribute to the improved performance of the Advance Planning Division.
5. Contributes to the coordination of overall City efforts as well as Advance Planning Division work 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. 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.
8. Systematically updates and maintains the General Plan to guide new City development.
9. Evaluates City projects and operations with respect to implementation of the goals and objectives of the General Plan.

10. Develops and monitors data collection systems designed to identify problems and trends in the City in a prompt and accurate fashion.
11. 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.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Principles and practices of municipal planning, long-range planning and concepts of sustainability and local mobility related to urban growth and development.
- Economics and statistics.
- Research methods and sources of information related to urban growth and development.
- Laws relating to land use and environmental planning.
- Principles of organization, administration, budget and personnel management.
- Principles and practices of effective management and supervision.
- Literature and trends in urban planning.
- Information technology available to manage and display complex planning data and maps, and to conduct related research.

Skill and Ability to:

- Plan, assign, and coordinate the work of professional, technical, and administrative personnel.
- Deal with newly emerging trends in long-range planning and environmental planning.
- Interpret long range planning and mobility 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.
- Develop short and long range planning programs.
- Analyze, synthesize, and apply diverse forms of data to complex planning issues and problems to arrive at sound conclusions and recommendations, using modern information technology.

LICENSE AND CERTIFICATES

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 and five (5) years of progressively responsible professional level experience in urban planning 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.