



## JOB DESCRIPTION

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### **PLANNING MANAGER**

**Range 35 - \$78,237.06 – \$99,852.52 Annually**

**\$37.61 - \$48.01 Hourly**

**DEPARTMENT: PLANNING**

**FLSA STATUS: EXEMPT**

**POSITION STATUS: REGULAR FULL-TIME**

**REPORTS TO: CITY MANAGER**

### **DEFINITION**

Under general direction from the City Manager, manage and oversee the activities and operations of the Planning Department to include a wide range of administrative and technical work in the areas of planning, zoning, land use and other development and economic development related areas.

### **ESSENTIAL JOB FUNCTIONS**

Duties may include, but are not limited to the following:

- Manage and oversee the operations of the Planning Department including, but not limited to, those services related to City planning and economic development programs and projects.
- Supervise assigned staff, both in-house and contract.
- Demonstrate a full understanding of applicable policies and procedures associated with assigned duties.
- Gather, interpret and prepare data for studies, reports and recommendations; coordinate department activities with other departments and agencies as needed to provide integrated services.
- Evaluate land use development proposals, including but not limited to, subdivision maps, specific plans and other applications, for conformity to established plans and ordinances and the City's General Plan; evaluate proposals as they relate to the adopted City plans; ensure compliance with applicable City, State or Federal Laws, including, but not limited to, State Planning and Zoning law and the California Environmental Quality Act (CEQA).
- Manage the City's entitlement process in an efficient manner.
- Coordinate activities and programs with other City Departments to ensure projects are processed in a timely and efficient manner.
- Work with project applicants and other departments to ensure appropriate mitigation measures are placed on development to reduce adverse impacts and then monitored for implementation at required intervals.
- Work with the City Manager to implement Department goals and objectives in accordance with the core purpose, mission, vision, and values of the City; administer policies and procedures; monitor the efficiency and effectiveness of Department work products through quality control and related activities.
- Review legislation and assure compliance with laws, regulations, statutes, and codes that impact Department operations.
- Make presentations to Planning Commission and the City Council as required.
- Make recommendations on planning and land use issues in the City such as zoning applications and development proposals.



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- Supervise and perform the evaluation of land use proposals for conformity to established plans and ordinances; evaluate development proposals for impacts as they relate to the adopted plans of the City.
- Oversee the permitting functions of the department, including application, fee assessment and collection, application and plan review, permit issuance, inspection and occupancy.
- Ensure the maintenance of accurate and complete records of department activities.
- Respond to inquiries about community development, planning and zoning regulations and ordinances; resolves development related disputes between departments, agencies and applicants.
- Maintains regular contact with consulting engineers, construction project engineers, the city attorney's office, City, County, State and Federal agencies, professional and technical groups and the general public regarding department activities and services; attends meetings, conferences, and workshops as assigned.
- Serve as the staff liaison to the Planning Commission and prepare and present reports and agenda items to the Planning Commission.
- Attend City Council meetings as required.
- Performs other or related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- State Planning and Zoning laws and comprehensive land use plans including their formation and process of adoption.
- Principles and practices of municipal planning.
- Applicable Federal, State and local laws, codes and regulations, including, but not limited to the California Environmental Quality Act (CEQA), the State CEQA Guidelines, and the National Environmental Policy Act (NEPA).
- Methods and techniques for report preparation and writing.
- Personal computers, GIS applications and applicable software.

### **Ability to:**

- Communicate effectively, both orally and in writing, with employees, consultants, other governmental agency representatives, City officials, developers and the general public.
- Supervise and oversee the operations of the Planning Department.
- Supervise and oversee any assigned staff.
- Establish and maintain effective working relationships.

### **Experience and Education:**

Any combination of experience and training that would likely provide the required knowledge, skills and abilities necessary for satisfactory job performance is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

*Experience* – Five years of increasingly responsible experience in a municipal government or similar public agency setting.

*Education* – Bachelor's degree from an accredited college or university with major course work in urban and regional planning or related field.



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### **Special Requirements:**

- Possession of a valid California Class C driver's license and good driving record.
- Possession of a Bachelor's Degree.
- AICP Certification is desirable.

### **Physical Requirements and Environmental Conditions:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis. There is frequent need to sit, stand, stoop, walk, and perform other similar actions during the course of the workday. Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, and to travel to various locations; must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents; and must be able to hear in the normal audio range with or without correction.

*This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.*