

**PLANNING SERVICES MANAGER**

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**DEFINITION**

Under general direction, is responsible for overall management, coordination and administration of all planning activities and functions; performs other related work as required.

**DISTINGUISHING FEATURES**

Work in this class is characterized by fiscal and operational management of major planning operations and functions, and by the wide scope of administrative responsibilities. It is distinguished from that of lower classes by the extent of supervisory, managerial and/or administrative responsibilities, with the focus of managerial functions on professional staff management or consultant work oversight.

**EXAMPLES OF DUTIES**

1. Develops and implements comprehensive planning and development programs, projects and activities.
2. Plans, organizes, coordinates, and manages all current and advance planning work including design review, development review, zoning, housing, transportation, historic preservation, environmental and land use planning.
3. Works with developers and the general public regarding advance planning efforts, development applications and processes, explaining purposes, regulations, policies and accepted development practices.
4. Coordinates planning services in and with permit activities and functions; may process and/or monitor complex projects through the permit process.
5. Coordinates and directs the work of professional planners, other assigned staff, and/or consultants.
6. Coordinates development, maintenance and implementation of the general plan.
7. Participates in the development and implementation of departmental goals, policies, and priorities.
8. Administers and performs general and specialized planning activities as assigned.
9. Coordinates activities with other departments and agencies; provides information and assistance regarding planning matters, policies, and procedures.
10. Serves as liaison to various agencies and community or professional groups.
11. Investigates and resolves complaints regarding planning operations.
12. Prepares and reviews notices, agendas, minutes and other materials.
13. Provides and may coordinate staff and technical assistance to the City Council and to various boards and commissions; serves as secretary to various boards and commissions as assigned.
14. Prepares and presents various reports and studies.
15. Ensures compliance with federal, state and local laws, regulations, codes, etc.
16. Serve as Environmental Coordinator, Zoning Administrator or Hearing Officer.
17. May function as acting department head as required.
18. Assists in budget preparation and administration.
19. Supervises, trains and evaluates assigned staff.

**EMPLOYMENT STANDARDS**

Education/Experience

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

Education: Graduation from an accredited four year college or university with major course work in city or regional planning, urban design, or related field.

Experience: Four years of progressively responsible professional urban planning experience involving current planning, advance planning, zoning administration work and project management, with substantial experience in a supervisory capacity involving direct supervision of professional planners or in comprehensive and significant project management.

Knowledge

Knowledge of municipal planning principles and practices including current planning, advanced planning, zoning, code compliance, environmental review, and historic preservation; land use, physical design, demographics, environmental, social and economic concepts including public and private financing and capital improvements; applicable federal, state and local laws, regulations and code provisions; municipal government organization and operations.

Ability

Ability to effectively manage all planning services activities and functions; provide responsive, cost effective and innovative services; plan, organize, coordinate and direct assigned staff, activities, projects, and programs; demonstrate effective leadership; develop and implement goals, objectives, policies, procedures, work standards and internal controls; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; set priorities and meet deadlines; interpret and apply relevant state, federal and local laws and regulations; interpret and explain complex governmental regulations, policies and procedures; establish and maintain accurate records; plan, administer and evaluate work programs and schedules; prepare complex technical studies and reports; set priorities, meet deadlines, and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees, public officials, other departments and agencies and the general public; supervise, train and evaluate assigned staff.

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.