

PLANNING MANAGER

DEFINITION

To perform advanced and complex work in all phases of planning, environmental analysis and management, with primary focus on current planning.

SUPERVISION RECEIVED & EXERCISED

Direction is provided by the Community Development Director. Responsibilities include direct supervision of the Associate Planner and indirect supervision of departmental professional, technical and clerical staff. The Planning Manager is in charge of all Community Development Department activities in the absence of the Community Development Director.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS/DUTIES

- Advise development proponents and the public on matters relative to the Town's development policies and standards.
- Review and evaluate development proposals to assure compliance with the Town's General Plan, Zoning Ordinance, Subdivision Regulations, the California Environmental Quality Act (CEQA) and other applicable Federal, State and local laws, policies and administrative regulations.
- Prepare Staff reports and presentation of those reports and supportive information to the Town Council, Planning Commission and other Boards/Commissions/Committees as assigned by the Community Development Director.
- Compile information and prepare comprehensive planning reports and special studies, and research and prepare amendments and revisions to the General Plan, Zoning Ordinance, Subdivision Ordinance, CEQA Regulations and Guidelines and other special purpose ordinances, policies and regulations as instructed by the Community Development Director.
- Provide technical assistance and supervision as needed to subordinate Staff members in the Community Development Department.
- Perform related duties as assigned by the Community Development Director.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles, methods and practices of urban planning and zoning administration.
- California Planning Law, Environmental Quality Act and Subdivision Map Act.
- Site planning and architectural design.
- Current literature, information sources and research techniques in the field of urban planning.
- Proficient in use of computers for word processing and data recovery purposes.
- Principles of organization, administration, budget and personnel management.
- Supervising, training, and evaluating personnel.

Ability to:

- Plan for and facilitate effective community meetings.
- Work in a standard office environment; speak effectively before groups, and maintain a good public image while providing a high level of customer service.
- Make effective decisions regarding planning and zoning.
- Understand and interpret laws and Town policies underlying the general plan, zoning ordinance and land divisions.
- Understand and interpret applicable environmental laws and regulations and methods of assessment.
- Analyze and compile technical and statistical information and prepare reports.
- Work effectively with architects, engineers, contractors, Town Officials and the general public.
- Use initiative and sound independent judgment within policy and procedural guidelines.
- Communicate clearly and concisely, orally and in writing.
- Supervise Planning Division personnel.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

Experience:

Five years of progressively responsible experience in a public planning agency. Previous experience in California planning agencies and supervisory experience are considered very desirable additions to the above qualifications.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university in Urban or City Planning or a closely related field. A Master's Degree in Urban or City Planning is desired.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Mobility to work in a standard office setting and utilize standard office equipment including a computer; vision to read printed matter; hearing and speech to converse in person and over the telephone. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.