

CITY OF MADERA
PLANNING MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, performs a variety of supervisory, administrative and technical work in the development, implementation and maintenance of current and long range plans; implements departmental policies and procedures; coordinates activities with other divisions, City departments, outside agencies and organizations; organizes, supervises, reviews and participates in the work of professional, technical and office support staff; makes recommendations to the City Council and Planning commission on planning issues; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Planning Manager** is a division manager within the Community Development Department who exercises full responsibility for planning, organizing and directing the work activities of the Planning Division staff, and acts as Secretary of the Planning Commission. This classification is distinguished from the next lower classifications of Senior Planner, Associate Planner and Assistant Planner by performance of overall management responsibilities of the Planning Division.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the City Administrator or his/her designee. Exercises direct and indirect supervision over professional, technical and office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts management responsibility for the activities, operations and services of the Planning division; directs, coordinates, reviews and participates in the work of professional and technical employees in data collection, analysis, plan formulation, implementation and maintenance of a wide variety of planning, code enforcement, and zoning activities; provides interpretation of the General Plan, zoning, and subdivision ordinances; coordinates activities with other divisions, City departments, outside agencies and organizations.
- Supervises and participates in the development, implementation and maintenance of division goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance and meeting division goals; ensures that goals are achieved.
- Coordinates the selection, orientation, training and evaluation programs for assigned personnel; provides or coordinates staff training; provides positive motivation for employee performance; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of staff to ensure compliance with applicable federal, state and local laws, codes and regulations.

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- Oversees and participates in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials, services and supplies; administers and monitors the approved division budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Provides technical and professional advice; prepares and coordinates reports and presentations on current planning issues for City Council, Planning Commission, community groups and regulatory agencies; ensures timely action on City Council and Planning Commission directives and initiatives.
- Monitors and keeps informed of current trends in the field of urban planning and community development, including legislation, court rulings, and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.
- Responds to the most complex and difficult inquiries and requests for information; provides information and resolves service issues and complaints; represents the department with other City departments, other agencies, civic groups and the public.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and face-to-face service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Planning Manager**. A typical way of obtaining the required qualifications is to possess four years of increasingly responsible experience in city or county planning, including one year of project management and supervision, and a Bachelor's degree in city or regional planning or a related field.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Modern principles, practices and techniques of current and advanced planning; land use, physical design, demographic, environmental, economic and social concepts as applied to municipal planning; principles and practices divisional organization, administration and operation; methods and techniques of supervision, training and motivation; principles and practices of program and budget development, administration and evaluation; applicable federal, state and local laws, codes, and regulations including California laws relating to subdivisions, annexations, zoning and land use; modern office practices, methods and equipment, including a computer and applicable software.

Ability to:

Plan, organize, direct and evaluate the work of subordinate staff; perform and coordinate current, advanced, and project planning activities; supervise and participate in the establishment of division goals, objectives and methods for evaluating achievement and performance levels; analyze complex planning issues, evaluate alternatives and reach sound conclusions; make adjustments to operating procedures as necessary to improve organizational effectiveness; supervise, train and motivate assigned staff; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.