



March 2019  
FLSA: Exempt

## PLANNING MANAGER

### **DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of professional, technical, and administrative staff performing difficult and complex professional and technical support related to all programs and activities of the Planning Division, including current, advance, and historic preservation planning; manages the effective use of the City's planning resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Community and Economic Development Director in areas of expertise; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Community and Economic Development Director. Exercises general direction and supervision over professional, technical, and administrative staff.

### **DISTINGUISHING CHARACTERISTICS**

This is a management classification responsible for planning, organizing, reviewing, and evaluating all current planning programs, projects, and activities of the Planning Division. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, manages, and oversees the daily functions, operations, and activities of the Planning Division, including current planning and historic preservation planning for City of East Palo Alto.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of planning services, projects, and activities; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Director.
- Manages and participates in the development and administration of and oversees the division budget.
- Participates in selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Provides highly complex staff assistance to the Director; develops and reviews staff reports related to planning activities, projects, and services; presents reports to and advises the City Council, Planning Commission, Design Review Committee (DRC), Zoning Administrator, and other commissions,

committees, and boards related to a wide variety of planning and zoning matters; serves as the primary staff liaison to the DRC; chairs Staff Review Committee weekly meetings in coordination with other departments involved in the development project review process; performs a variety of public relations and outreach work related to assigned activities.

- Manages, directs, and participates in highly complex planning programs and activities in the areas of land use, transportation, natural resources, parks and open spaces, General Plan amendments, zone changes, conditional use permits, variances, and other discretionary cases; designs and conducts studies to develop policies, plans, and codes.
- Advises staff on interpretations of the Zoning Ordinance, General Plan, Municipal Code, State Planning Law, California Environmental Quality Act, and other regulatory standards; resolves difficult problems involving code interpretation beyond the ability or authority of the professional planning staff.
- Serves as source of information for developers, engineers, property owners, and contractors regarding land use applications and general municipal planning programs, projects, and functions; represents the division, department, and City in disputes and litigations; facilitates community participation through a continual dialogue with residents on major projects.
- Oversees the dissemination of planning and zoning information to the general public.
- Negotiates, administers, and manages contracts for services.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures, as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in planning; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Assists the Community and Economic Development Director with special projects, as needed.
- Performs other related duties as assigned.

## **JOB-RELATED QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- [Principles and practices associated with the California Environmental Quality Act \(CEQA\).](#)
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles, practices, and procedures related to city and regional planning, development, and zoning administration.
- Geographic, socio-economic, transportation, political, and other elements related to city planning.
- Comprehensive plans and current planning processes and the development process.
- Site planning and architectural design principles.
- Recent and on-going developments, current literature, and sources of information planning services, activities, and projects.
- Methods, materials, and techniques used in the planning of projects, including land use, transportation, natural resources, parks, and historic preservation.

- Principles of advanced mathematics and their application to planning work.
- Practices of researching planning and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Provide administrative and professional leadership and direction for the Planning function and the City.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex, technical, and sensitive planning, development, and related programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree in Land-Use Planning, Urban Planning, Public Administration, Business Administration, Community Development, or a closely related field and seven (7) years of progressively responsible experience in urban planning with emphasis in current and advance planning; and two (2) years of supervisory experience and training.

Possession of a master's degree in City Planning, Public Administration, Business Administration, Community Development, or closely related field is desirable, and will substitute one-year of professional experience.

**Licenses and Certifications:**

- Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.
- Possession of an American Institute of Certified Planners certification is desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various construction sites; to operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although the job involves field inspection work requiring frequent walking at inspection sites to monitor performance and to identify problems or hazards; standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels and controlled temperature conditions; but may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.