

**CLASS SPECIFICATION**  
**Planning Division Manager/Planning Official**  
**(At-Will Employment)**

**GENERAL PURPOSE**

Under policy direction, plans, manages, organizes, directs and integrates the City's planning programs, services and staff; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single position class is responsible for the policy development, program planning, budget management, administration and operational direction of Planning Division functions. This class is also responsible for planning, directing, managing, monitoring, coordinating and evaluating the work of professional and technical planning staff. The incumbent is responsible for accomplishing division objectives and goals within guidelines established by the Community Development Director, City Manager, Planning Commission and City Council. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, manages and evaluates the work of the Planning division; with subordinate staff, participates in establishing operational plans and initiatives to meet division goals and objectives; implements division plans, work programs, processes, procedures and policies required to achieve overall division performance results; coordinates and integrates division functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against the annual division budget.
2. Sets overall management and policy goals and objectives for the division; coordinates division program and policy issues with managers of other divisions and/or on a City-wide basis.
3. Plans and evaluates the performance of staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to executive management concurrence, in accordance with the City's human resources policies and procedures and labor contract provisions.
4. Provides day-to-day leadership and works with supervisors and staff to ensure a high performance, customer service-oriented work environment which supports achieving City objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

5. With other managers and executives, participates in the development and implementation of City strategic and business plans, goals and objectives; leads and directs division staff in the development and application of new processes and technologies to achieve higher efficiency, productivity and customer service in division work processes.
6. Represents the City and the division in Planning Commission, City Council and various committee meetings; informs and advises City Council, Planning Commission and City management on local and regional infrastructure planning issues; assembles necessary resources to solve a broad range of programmatic and service delivery problems for City planning programs; reviews and approves public notices, agendas, draft conditions of approval and staff reports for the Planning Commission and City Council; prepares correspondence and reports to update City Council on division programs; prepares formal and informal responses to City Council, City Manager, department head and public inquiries; reviews customer service survey forms and responds to customer complaints and issues; acts as staff liaison for the Planning Commission, setting Commission agendas and signing Commission resolutions.
7. Serves as administrative hearing officer for the division; reviews and approves or denies administrative cases regarding City planning programs and services; reviews public notices and final conditions for approval of planning projects; ensures timely actions on administrative cases and implementation of City Council resolutions for division matters.
8. Ensures the timely preparation of complete and accurate staff work for presentation and reporting to the Planning Commission, City Council and various committees; performs research and analysis for presentations on special projects and planning issues; provides back up to case planners providing oral reports to the Planning Commission or City Council.
9. Interprets the department's codes, regulations, plans, policies and functions for City officials and executives, citizens, business and community groups and the public; provides official interpretations regarding municipal code development regulations to staff and the public.
10. Oversees and directs the amendment of existing regulations and the City's General Plan; identifies necessary changes to City development regulations and the City's General Plan to address changes in development trends or City/community goals; provides for appropriate protection of the City's natural resources and the preservation of the community's character.
11. Performs high-level reviews of division cases; performs general reviews of site plans and elevations; provides advice and guidance to case planners; serves as chair of the Project Review Staff Committee and reviews and approves committee minutes to be sent to applicants; meets with applicants to discuss and resolve prospective projects and project issues as needed; responds to applicant requests and complaints; oversees collection of division processing and City-wide impact fees.
12. Monitors national and state-wide developments in planning and economic and community development matters; evaluates their impact on City programs and operations; implements division process improvement where warranted; represents the City in regional conferences and other forums.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Theory, principles, practices and techniques of short- and long-term urban planning, City code promulgation and related community development activities in City government.

2. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
3. Principles and practices of public administration, including budgeting, purchasing, contract administration and maintenance of public records.
4. Organization and functions of an elected City Council, Planning Commission and other appointed boards and commissions.
5. The Brown Act and other laws and regulations governing the conduct of public meetings.
6. Research methods and analysis techniques.
7. Principles and practices of sound business communication.
8. Principles and practices of effective management and supervision.
9. City human resources policies and procedures and labor contract provisions.

**Ability to:**

1. Plan, direct, manage, coordinate and integrate the work of a division providing broad, comprehensive planning programs and services.
2. Define complex management, fiscal, budget, master planning and strategic planning issues, perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
3. Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions applicable to areas of responsibility.
4. Present proposals and recommendations clearly, logically and persuasively in public meetings.
5. Represent the City effectively in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential issues.
6. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
7. Exercise sound, expert independent judgment within general policy guidelines.
8. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
9. Establish and maintain effective working relationships with the City Council, Planning Commission, various committees, City officials, staff, private and community organizations, developers, citizens, the public and others encountered in the course of work.

**Education, Training and Experience:**

A bachelor's degree in public or business administration, city or regional planning, urban planning or a closely related field. A minimum of eight years of progressively responsible professional and administrative experience in municipal planning and development; and at least three years' experience in a supervisory or program/project management capacity.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with the City Council, Planning Commission, various committees, City officials, staff, private and community organizations, developers, citizens, the public and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.