



AUGUST 2019  
FLSA: EXEMPT  
Bargaining Unit: MA  
JCN: 4204

## PLANNING MANAGER

### DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of a major unit, including long- and short-term project planning, program planning and compliance, and other programs; serves as project manager for complex development applications and special projects; performs professional office and field work involved in planning, zoning, and land use matters; coordinates assigned activities with other County departments and outside agencies; provides highly complex and responsible staff support to department and County management in areas of expertise; and performs related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management staff. Exercises general direction and supervision over professional, technical, and administrative support staff.

### CLASS CHARACTERISTICS

This is the management level classification in the professional Planner class series that manages a major unit in the Department of Planning & Building or the Department of Transportation. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of an assigned functional area, including short- and long-term planning and development. Successful performance of the work requires an extensive professional background as well as skill in coordinating work with other County departments and a variety of public agencies.

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

- Plans, manages, and oversees the daily functions, operations, and activities of a major unit, including current and long range planning, transportation planning, permit center, and storm water programs.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned unit; 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 services, projects, and activities; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations on the same.
- Participates in the development, administration, and oversight of assigned budgets.
- Participates in selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline and termination procedures as needed.
- Recommends and administers policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Oversees the development of consultant requests for proposal for professional services and the advertising and bid processes; evaluates proposals and makes recommendations on project awards; monitors and ensures contractor compliance with County standards and specifications as well as time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.

- Serves as project manager for the most complex current and/or long-range planning projects, Environmental Impact Reports, General Plan Updates, and special planning studies, including in-depth application and plan review.
- Provides technical assistance and advice to other departments, County staff, and the public in areas of responsibility.
- Coordinates environmental review and special studies; compiles and analyzes complex and controversial development proposals.
- Coordinates and performs research, administrative, and technical activities necessary to achieve planning project objectives.
- Confers with contractors, property owners, real estate and development officials, and the public.
- Prepares or directs the preparation of general, area, and specific plans to guide development and provide a balance between economic growth and resource management objectives.
- May serve as Zoning Administrator as assigned.
- Presents planning issues and recommendations to the Planning Commission and Board of Supervisors.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- 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.
- Federal, state, and local laws applicable to planning, zoning, land division, and environmental review, such as the California Environmental Quality Act and the Subdivision Map Act.
- Statistical analysis and mathematical concepts related to the planning process.
- Local government organization, functions, and practices.
- Geographic, socioeconomic, transportation, financial, political, environmental, and other elements related to public planning projects.
- Comprehensive plans and current planning processes and the development process.
- Philosophy, trends, principles, and techniques of planning programs.
- Principles and methods of urban and regional planning, zoning, and land development.
- Technical reporting requirements associated with planning programs.
- Biological and environmental issues associated with urban and regional planning and land use development.
- Techniques for effectively representing the County and department in contacts with governmental agencies, governing bodies, community groups, various business, professional, educational and regulatory organizations, and with property owners, developers, contractors, and the public.
- Project management and contract administration principles and techniques.
- Principles of advanced mathematics and their application to planning work.
- Geographic Information Systems technology.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County 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:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Coordinate assigned programs and services with other County departments as well as outside agencies.
- Develop, implement, and administer large and complex budget and control expenditures.
- Interpret and explain complex planning and zoning projects and programs to the public.
- Assimilate both technical and theoretical concepts from many diverse disciplines and apply the knowledge in creative and intuitive ways to solve unique problems.
- Evaluate the suitability of projects to specific sites and surrounding areas.
- Interpret land use maps, legal descriptions, construction and grading plans, and other technical and office data accurately.
- Effectively organize and manage large or specialized planning projects.
- Provide effective staff leadership and work direction.
- Analyze complex problems, evaluate alternatives, and make sound recommendations in support of goals.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written material.
- Perform required mathematical computations with accuracy.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- 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 the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in planning or a closely related field;

AND

Three (3) years of experience at a level equivalent to the County's class of Sr. Planner.

**Licenses and Certifications:**

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect development sites, including traversing uneven terrain, climbing stairs, and other temporary or construction access points; to operate a motor vehicle and to visit various County and 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 with frequent field work, such as inspecting development sites. 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. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and 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 members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.