



Job Title: **Planning Manager**
Department: **Community Development**
Revision Date: **March 23, 2020**
FLSA Status: X Exempt
Exemption: Management
Job Reports To: Director of Planning & Community
Development
Pay Grade: 23
Full/Part Time: X Full Time / Benefited

Job Description

Summary/Objective

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; reviews and processes complex projects; and plans, schedules, assigns, and reviews the work of planning staff within the Planning Division. This is the advanced professional level classification in the Planning Series. The Planning Manager class is distinguished from lower Planner classes by the difficulty and complexity of work performed and direct management responsibility of subordinate staff.

Supervision Received and Exercised Receives general direction from the Planning & Community Development Director. May exercise general direction over professional level staff, and general supervision over para-professional, technical and clerical staff as assigned.

Essential Job Functions 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

1. Under general direction from the Community Development Director or assigned supervisor, 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 and zoning activities; provides interpretation of the General Plan, zoning, and subdivision ordinances; coordinates activities with other divisions, City departments, outside agencies and organizations.
2. 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.

3. With staff, develops, implements and monitors work plans to achieve goals and objectives; contributes to the development of and monitors performance against the annual budget; supervises and participates in the development, implementation and evaluation of plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
4. 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.
5. Manages, plans, organizes, controls, integrates and evaluates the work and performance of assigned staff Plans and evaluates the performance of assigned staff; provides training to staff, establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action to address performance deficiencies, in accordance with the City's Personnel rules, policies and labor contract provisions.
6. Supervises, plans, and coordinates highly-complex professional planning activities including current, long-range, and/or environmental planning activities.
7. Prepares and/or supervises the preparation of environmental assessments and staff reports related to legislative applications and land use entitlements requiring discretionary approval. Makes recommendations on development permits and presents them to the Development Review Committee, Planning Commission, and City Council.
8. Meets with staff to identify and resolve problems, monitors work flow, reviews and evaluates work products, methods and procedures.
9. Reviews and processes comprehensive plan amendments, re-zonings, annexations, site plans and development applications associated with a project.
10. Coordinates planning and development activities with other City departments, divisions, and outside agencies. Meets and advises developers, residents, business and property owners regarding development applications and processes.
11. Represents the Community Development Department at public meetings and works with a variety of groups and individuals regarding a variety of planning and zoning matters.
12. Responds to the most complex and difficult inquiries and requests for information; provides information and resolves service issues and complaints;
13. Reviews construction and grading plans for compliance with the City's Municipal Code and, if applicable, project specific conditions of approval.
14. Supervises and participates in special planning, zoning, and environmental studies.

15. Monitors State and Federal legislation for changes to planning, environmental, and transportation laws. Ensures that functions meet all applicable laws, regulations, and City policies.
16. Advises and assists City and management officials on community planning issues and problems, pending cases, and application of established City policies and ordinances.
17. Conducts research and prepares statistical reports on land use, social, and economic issues.
18. Develops requests for proposals; manages consultant contracts associated with assigned planning projects; develops work programs and methodologies; oversees consultants' budgets; and establishes project schedules.
19. Reviews and comments on planning proposals of outside jurisdictions that may impact the City.
20. Provides highly responsible and complex administrative support to the Planning & Community Development Director.
21. Supervises a planning program with long term goals; conceiving planning solutions, developing analysis, and work methods. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends, appropriate service and staffing levels; recommends and administers policies and procedures.
22. Performs field inspections to gather data relevant to the development applications and to verify compliance with approved plans.

Conformance Statement

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

Competencies

- Ethical Conduct
- Time Management
- Organization Skills
- Financial Management
- Project Management
- Personnel Management
- Conflict Resolution
- Personal Effectiveness/Credibility

Qualification Guidelines

The following combination of experience and training that would likely provide the required knowledge and abilities is essential. A typical way to obtain the knowledge and abilities would be:

Master's degree from an accredited college or university with major coursework in planning or a closely related field, **and** five years of professional planning experience, including two years of administrative and/or lead supervisory experience.

Or,
Equivalent to a bachelor's degree from an accredited college or university with major coursework in planning or a closely related field, **and** seven years of professional planning experience.

Licenses and Certificates Possession of a valid Class C California Driver's License with a safe driving record. Possession of American Institute of Certified Planners (AICP) certificate, highly desired.

Condition of Employment

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

Knowledge, Skills & Abilities

Knowledge of:

- Principles and techniques of project management and supervisory principles and practices, including goal development, personnel management and work planning/organization.
- Principles and practices of municipal planning and zoning administration.
- Methods and techniques of site planning and design.
- Statistical analysis techniques and research methodologies related to municipal planning.
- California development law, City planning and zoning codes, California Environmental Quality Act, and other applicable Federal, State and local legislation and regulations.
- Microsoft Office Software (Word, Excel, Outlook, Power Point, Access, Windows), Laserfiche, and other job-specific software programs.
- How to utilize the internet to conduct research.
- Personnel Management and Conflict Resolution.
- Brown Act, AB1234 – Ethics, and SB1343 – Sexual Harassment Prevention Training

Skills:

- Exercise independent judgement.
- Communicate expectations and direction clearly and concisely, orally and in writing.

Ability to:

- Provide excellent customer service.
- Use judgment and initiative in carrying out work programs and objectives established by higher level management staff.
- Attend evening and weekend meetings.
- Act as Community Development Director in his/her absence.
- Plan, organize, assign and evaluate the work of department professional, technical and administrative staff.
- Interpret planning and zoning matters to the general public.
- Analyze and systematically compile technical and statistical information.
- Plan and prepare comprehensive, clear, and concise reports with sound recommendations.
- Negotiate with developers and home/business owners for mutually-beneficial outcomes.
- Develop work procedures.
- Supervise, train, and evaluate professional, para-professional, technical, and clerical staff.
- Manage multiple projects and issues effectively and meet firm deadlines.
- Establish and maintain relationships with internal and external contacts.
- Think creatively, analytically and critically to provide reasoned and creative solutions to complex problems.
- Establish and maintain effective working relationships with all levels of staff and customers.
- Present projects to the Planning Commission, City Council or other public forum; speak clearly and concisely to a public audience and answer highly-technical questions during public presentations.
- Operate a personal computer and relevant software programs; operate common electronic office equipment such as computer monitors, photocopiers, scanners, fax machines, telephones, and cell phones.

Work Authorization/Security Clearance

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

Disaster Service Worker Requirements

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

Working Conditions, Mental and Physical Demands

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Work Environment

Indoor office environment; the employee is frequently required to sit, stand, walk, use hands and fingers, and reach with hands and arms. Lifting and carrying up to 50 pounds. Noise and temperatures are moderate and fumes are not generally present.

Physical Demands

While performing the duties of this job, the employee is regularly required to see, talk, and hear.

Essential Mental Functions

Be able to make quick decisions, supervise others, problem solve, read, write, and speak publicly. Essential to be able to read, organize, process and interpret data.

Supervisory Responsibility

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

Expected Hours of Work/Work Schedule

Monday – Thursday 7:00 AM – 6:00 PM (4x10 work week). Occasional evening and weekend work may be required as job duties demand.

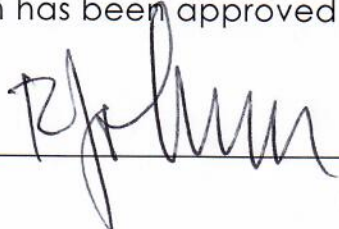
Travel

10-20% travel is expected for this position.

Disclaimers and approval

The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

This job description has been approved by all levels of management:

City Manager  Date 3/23/2020

HR  Date 3/23/2020

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____