



PLANNING MANAGER

DEFINITION

Under general direction, plans, organizes, directs, and coordinates the activities within the Planning Division in the Community Development Department; coordinates planning services with other divisions, City departments, and outside agencies and organizations; performs advanced level professional planning work in the areas of current and advance planning and environmental review; provides highly responsible and complex staff assistance to the Director and/or Deputy Director of Community Development and others; plans, organizes, supervises, and reviews the work of assigned staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director and/or Deputy Director of Community Development, and exercises direction and supervision to assigned supervisory, professional, technical, and clerical staff.

CLASS CHARACTERISTICS

The Planning Manager is a single position management level classification that has responsibility for planning and directing current and advance planning projects for the Community Development Department as well as the responsibility and authority to perform all functions described by the California Government Code. The incumbent exercises a high level of discretion, initiative, and independent judgment in performing the full range of routine to complex job duties as described herein.

The Planning Manager is an “at-will” position that serves at the pleasure of the City Manager.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Interprets, applies, and monitors laws, rules, and regulations related to planning matters including enforcement, land use, environmental quality, subdivision, and general planning laws and regulations.
- Recommends goals and objectives; assists in the development and implementation of policies, procedures, and standards to ensure compliance with applicable laws and regulations.
- Plans, organizes, supervises, and reviews the activities of assigned supervisory, professional, technical, and clerical staff; provides or coordinates staff training.
- Trains employees in work procedures, standards, and safety practices; reviews work in progress or upon completion for compliance with standards; prepares documentation and performance improvement plans and handles disciplinary action.

- Reviews and approves employee work schedules, overtime, vacation, sick leave, and time cards.
- Oversees, analyzes, and prepares information regarding social, economic, population, and land use trends.
- Oversees, develops, and implements current and advanced planning program activities including the preparation and review of environmental impact reports and other environmental documents, and issuance of land use permits and approvals; prepares long-range planning documents; provides information and technical assistance regarding City development requirements; participates in public meetings as necessary.
- Participates in the development and implementation of the Community Development Department's work plan and budget; reviews budget expenditures; recommends necessary staff, equipment, materials, and supplies needed to support the Community Development Department work plan.
- Maintains accurate, complete, and up-to-date records.
- Prepares and presents studies and recommendations, reports, resolutions, and ordinances before the Planning Commission, City Council, other boards and commissions, and citizen groups.
- Reviews, assigns, and oversees the processing of development permit applications including those for new subdivisions, lot line adjustments, variances, land use permits, and general plan and zoning amendments; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Oversees the enforcement of the City's Zoning and Subdivision Ordinances and other municipal regulations as they apply to planning matters; oversees the investigation of complaints and recommends corrective action; researches, analyzes, prepares, and recommends amendments to the City's Zoning Ordinance.
- Serves as Zoning Administrator and/or administrative permit authority.
- Prepares and negotiates requests for proposals, contracts, and agreements; analyzes proposed development projects for compliance with applicable codes, ordinances, and regulations.
- Coordinates planning activities with other divisions, departments, governmental agencies, and outside organizations; confers with engineers, developers, architects, and others; provides staff support to a variety of boards and commissions; participates in professional groups and committees.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development, and implementation.
- Principles and practices of personnel management, supervision, training, and performance evaluation.
- Basic budget preparation and monitoring, cash control, and related accounting practices.
- Applicable federal, state, and local laws, rules, codes, and regulations.

- Advanced principles and practices of urban planning and development.
- Methods and techniques of effective project management, contract administration, and technical report preparation and presentation.
- Statistical research methods and sources of information related to urban growth and development, land use, transportation, communications, and public utility systems.
- Recent developments and trends, current literature, and sources of information related to municipal planning and administration.
- Safety principles, practices and procedures.
- 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 programs, projects, and task coordination.
- Modern office practices, methods, and computer equipment.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, supervise, review, and evaluate the activities of assigned program areas.
- Coordinate assigned activities with other City departments, divisions, and agencies as required.
- Analyze site design, terrain constraints, grading, circulation, land use compatibility, utilities, and other urban services.
- Prepare, analyze, and make recommendations regarding plans and applications received from developers, contractors, and the general public.
- Ensure project compliance with federal, state, and local laws, rules, codes and regulations.
- Interpret, analyze, and apply pertinent urban planning laws, rules and regulations.
- Interpret, analyze, and direct changes to City Codes and ordinances related to planning.
- Develop, implement, and interpret goals, objectives, policies, procedures, and standards.
- Perform complex technical research, and prepare and analyze technical and administrative reports, statements, and correspondence.
- Analyze problems, identify alternative solutions, and make sound recommendations.
- Plan, coordinate, prioritize, and perform a variety of complex and sensitive planning projects.
- Represent City policies and programs with other governmental agencies and the general public as directed.
- Perform budget preparation and administration.
- Use tact, initiative and independent judgment within established procedural guidelines.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Independently organize work, set priorities, and meet critical time deadlines, and follow-up on assignments.
- 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 effective working relationships with those contacted in the course of work.

Education and Experience

Bachelor's degree from an accredited college or university with major coursework in planning, public or business administration, or a related field;

AND

Five (5) years of responsible, professional urban planning experience, including at least two (2) years providing direction or supervision to professional staff.

Possession of a Master's degree in either city planning or public administration with emphasis in city planning is highly desirable.

Licenses and Certifications

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; strength, stamina, and mobility to traverse uneven terrain, including climbing ladders, stairs, and other temporary or construction access points; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard or calculator; and the ability to occasionally lift, carry, push, and pull materials and objects up to 25 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

Emergency Service Workers: All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.

Adopted	December 2013
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FLSA	Exempt
Salary Schedule	Management/Range 23