

JOB TITLE
Planning Manager (MM)

JOB CODE
02500

DEPARTMENT
Planning and Building Agency

TITLE OF IMMEDIATE SUPERVISOR
Executive Director of
Planning & Building Agency

JOB SUMMARY

Directs and coordinates the City's land use and development activities pertaining to environmental, current and future urban planning, zoning administration, development services center and related activities.

<u>TASK #</u>	<u>DESCRIPTION</u>
1	Establishes divisional operating policies and procedures.
2	Plans, organizes, directs and monitors the work activities of the division and supervises division staff.
3	Coordinates assigned activities with others involved in land development and related matters.
4	Supervises the preparation and maintenance of a master plan for the physical development of the City, the collection and analysis of data for environmental, current and future planning purposes, and the administration of zoning and subdivision codes.
5	Participates in the review of applications for zone changes and land use variances. Recommends revisions of local codes.
6	Confers with property owners, land developers, neighborhood organizations, business and civic leaders and the general public regarding development and use of land in the City and understands economic realities of development.
7	Manages the duties associated with Planning Commission and Historic Resources Commission agendas and related activities.
8	Assists in the preparation and administration of departmental budget.
9	Establishes division goals and objectives, incorporating Total Quality Service principles into division procedures and practices.
10	Responsible for preparing City Council and Commission agenda items and reports; responds to inquiries of elected officials and interacts with them on a regular basis.
11	Performs other functions as required.

MINIMUM DESIREABLE QUALIFICATIONS

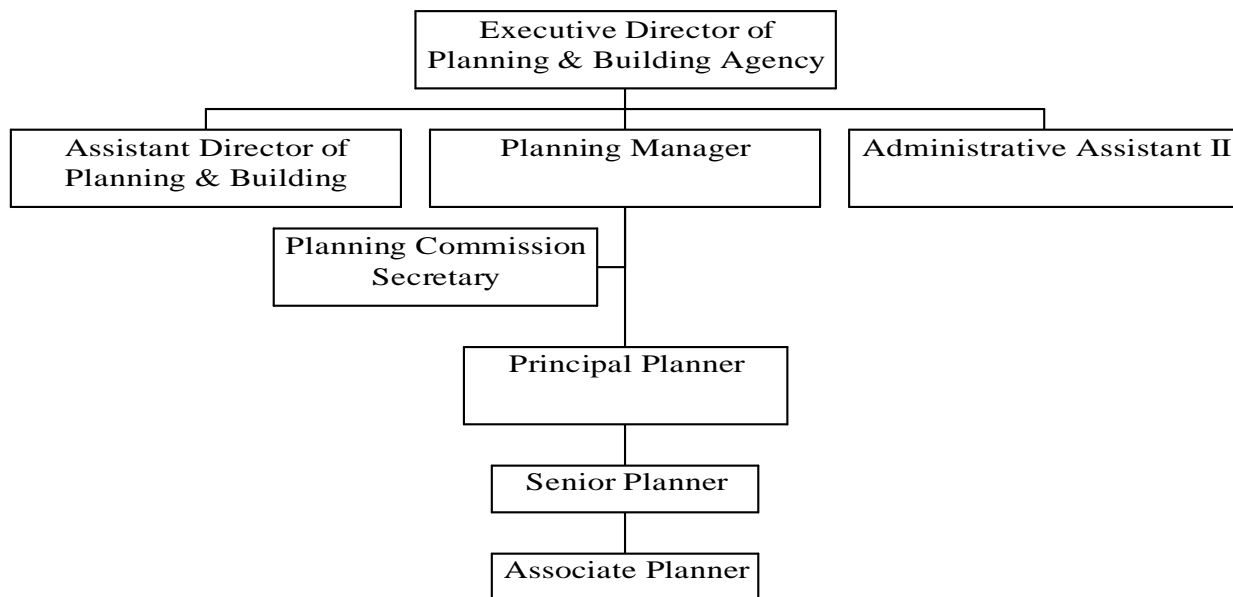
Six years of professional-level experience in urban planning administration, of which four must have been as a section leader or above with supervisory responsibilities. Graduation from an accredited college or university with specialization in urban planning, public administration or closely related field, may be used in combination with experience to meet the minimum qualifications; or any combination of experience and training which provides the following knowledge and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: provisions, scope and purposes of the State Planning Law and related municipal ordinances, CEQA and Housing element, the Subdivision Map Act, principles and practices of City planning and land use development, research methods and familiarity with sources of data, statistics and statistical methods.

Ability to: analyze data and make sound recommendations; plan, organize, schedule, coordinate and supervise professional and technical employees in an effective manner; interpret laws and ordinances, prepare comprehensive, clear and concise reports; develop and maintain effective working relationships with contractors, architects, developers, engineers, the public and fellow workers.

Organizational Relationship



Class title change from Planning Director per Council Resolution No. 88-98, effective 11-1-88

Reviewed: 6/94, 10/02, 07/03

ADA Approved: 6/94