

PLANNING MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Planning Division within the Community Development Department including, current and advanced planning services and activities; coordinates assigned activities with other divisions, and outside agencies; and provides highly responsible and complex administrative support and technical/professional advice and assistance to the Community Development Director and the Planning Commission.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes management responsibility for the services and activities of the Planning Division including current and advanced planning functions and programs.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Develops, maintains, updates, implements and interprets the City's General Plan, Zoning Ordinance, State Subdivision Map Act, area plans, environmental impact reports, capital improvement plans, and related City codes, ordinances, and policies affecting and/or related to planning and land use issues.
5. Oversees the processing, review, and scheduling of development applications submitted to the City; ensures result is a thorough, comprehensive project analysis that is consistent with all city Codes and ordinances; ensures implementation of the City's General Plan and City Council decisions.
6. Serves as the liaison for the Planning Division with other divisions, departments, and outside agencies; meets with developers, engineers, architects, and other project proponents to explain City policies, design issues, and City standards relating to new project development; negotiates and resolves sensitive and controversial issues.
7. Develops and maintains records, statistics and reports on planning related activities.
8. Serves as staff on a variety of boards, commissions, and committees including to provide technical and professional advice; schedules items for Planning Commission review and action; prepares and coordinates reports and presentations on current planning issues for City Council, Planning commission, community groups, and regulatory agencies, ensures timely action on City Council and Planning Commission directives and initiatives.

**CITY OF ANTIOCH
PLANNING MANAGER (CONTINUED)**

9. Responds to and resolves difficult and sensitive citizen complaints
10. Monitors and keeps informed of current trends in the field of urban planning and community development, including legislation, court rulings, and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.
11. Oversees and participates in the development and administration of the Division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments as necessary.
12. Directs and participates in the processing of major projects including annexations, general plan amendments, re-zonings, major subdivisions, and non-residential development projects.
13. Provides responsible staff assistance to the Community Development Director; conducts a variety of organizational studies; investigations, and operational studies; recommends modifications to the planning programs, policies, and procedures as appropriate.
14. Plans, directs, coordinates, and reviews the work plan for planning staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems
15. Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
16. Advises the Community Development Director and the Planning Commission on aspects of City Planning and the implementation of the Zoning Ordinance and other development regulations.
17. Renders professional and managerial advice and decisions regarding short and long- term program goals, personnel assignments, work priorities, and resource needs; ensures that objectives are accomplished within authorized budget allocations.
18. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Extensive knowledge of Federal, State, and local laws, modern theories, and best principles and practices, related to urban planning, environmental planning, zoning, land use control, and/or community development.
- Working knowledge of other City departments, particularly as their operations may relate to the Planning Division.
- Planning, organizing, supervising, reviewing, and evaluating the work of others.
- Modern principles, practices, and techniques of current and advanced planning.
- Land use, physical design, demographic, environmental, economic, and social concepts as applied to municipal planning.

**CITY OF ANTIOCH
PLANNING MANAGER (CONTINUED)**

- Statistical methods and research techniques applicable to the preparation of municipal planning studies.
- Principles and practices of municipal budget preparation and administration.
- Regulations including, C.E.Q.A and California laws relating to subdivisions, annexations, zoning and land use.

Ability to:

- Oversee and participate in the management of a comprehensive planning program including current and advanced planning activities and projects.
- Conduct and direct studies on proposed developments and determine whether they meet City requirements and are in accord with City policies relating to Community Development.
- Develop plans designed to maintain departmental efficiency and responsiveness.
- Ability to perform varied and responsible assignments with considerable independence, initiative, and judgment to effectively supervise, coordinate and review the work of various Planning Levels.
- Perform original research, including the collection, analysis, and preparation of reports and recommendations pertaining to complex issues.
- Accurately interpret laws, ordinances, regulations, maps, specifications, site and building plans, graphs, and statistical data.
- Communicate clearly and concisely, both orally and in writing.
- Read blueprints, site plans, topography maps, and related documents.
- Interpret and apply Federal, State, and local policies, laws, and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheets, and database applications.
- Direct the preparation of visual displays, such as maps graphs, and illustrations.
- Establish and maintain cooperative and effective relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in urban or regional planning or a related field. A Master's degree in urban or regional planning is desirable.

Experience:

Five years of increasingly responsible urban or regional planning experience including two years of project management and supervisory responsibility.

License or Certificate:

Possession of an appropriate valid driver's license.

Possession of certification as a professional planner from the American Institute of Certified Planners is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions 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 the essential job functions.

**CITY OF ANTIOCH
PLANNING MANAGER (CONTINUED)**

Environment: Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and outdoor field setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created: May 2016

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.