

**COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION  
PLANNING DIVISION MANAGER**

**GENERAL DUTIES:** Under the general supervision of the Community Development Director, direct, plan, supervise, and coordinate the work of the Planning Division.

**GENERAL REQUIREMENTS:**

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Assist in development and implementation of goals, objectives, policies, and priorities of the City Council.
2. Plan, organize, control and perform the functions and activities of the Advance Planning and Current Planning Divisions, including zoning enforcement, environmental review, code revisions, plan formulations and implementation, redevelopment plans, and special reports.
3. Establish, improve and coordinate the development processing procedures of the City; see that coordination is maintained between various City departments, outside governmental agencies, and citizen groups for development processing functions.
4. Serve as staff and prepare or direct preparation of reports and recommendations to the City Council, Planning Commission, and other boards and commissions.
5. Review legislation and legal opinions that may affect planning matters.

6. Make recommendations on planning or zoning related issues to the Community Development Director, City Administrator and Public Officials.
7. Meet with and advise developers and general public regarding development applications and processes; explain purposes, regulations, and directives of accepted development practices.
8. Serve as Acting Community Development Director as required.
9. Prepare and administer various Federal and State grant programs.
10. Represent the City and assist in preparation of studies with regional planning groups and organizations.
11. Administer and supervise work performed by contract professional consultants.
12. Prepare and administer the Planning Division budget.
13. Supervise, train, and evaluate professional, technical and clerical subordinates.
14. Perform related duties as assigned.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE:** Knowledge of:

1. Principals and practices of urban planning and zoning administration.
2. Recent developments, current literature, and informational sources in the field of planning and zoning.
3. Research methods.
4. Laws underlying general plans, environmental matters, zoning, and land division.
5. Principles of organization, administration, budget, and personnel management.

**ABILITIES:** Ability to:

1. Participate in, and plan and direct the work of professional and technical staff in compilation of technical and statistical data, research, and the preparation of studies, technical papers, ordinances, and resolutions.
2. Establish and maintain effective working relationships with the public, City personnel, and outside governmental agencies.
3. Communicate clearly and concisely, orally and in writing.

4. Prepare and analyze planning studies and communicate findings of these studies in an understandable manner.
5. Supervise, train, and evaluate professional, technical and clerical subordinates.

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone or headset
4. Copier
5. Calculator
6. 10-key adding machine
7. Facsimile machine
8. Optical character reader
9. Typewriter
10. Postage meter and scale
11. Lettering machine
12. Microfiche reader
13. Binding machine
14. Two-way radio
15. Polaroid or digital camera
16. Paper shredder
17. Paper cutter
18. Plans, maps and blueprints
19. Presentation equipment, microphones, easels, overhead projectors, etc.
20. Plan-copying machine
21. Cartography equipment
22. Specialized computer software
23. Automobile, utility truck or van

**PHYSICAL DEMANDS:**

Under typical office or field conditions, employee will perform the following physical activities which include handling files, books, binders, planning equipment, and boxes of work-related material:

1. Sitting, for very prolonged periods of time attending meetings or working at the computer.
2. Walking, during site visits, inspections, enforcement activities, etc.
3. Hiking, during site visits, when inspecting various properties throughout the city.
4. Standing, during Council meetings or other public presentations, for up to an hour.
5. Kneeling
6. Bending/stooping
7. Twisting
8. Reaching
9. Carrying
10. Pushing/pulling
11. Lifting up to 25 lbs.

12. Driving
13. Speed, in meeting deadlines and in using office equipment.

**SENSORY DEMANDS:**

Under typical office or field conditions, employee utilizes these senses while using a computer, typewriter, telephone, fax machine, copier, adding machine, postage meter, paper shredder, paper cutter, camera, microphone, overhead projector, easel, cartography equipment or when using an automobile. All senses are used in the field during site visits, inspections and enforcement activities.

1. Seeing
2. Speaking/Hearing
3. Touching
4. Smelling

**ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:****Office Conditions:**

1. **Indoors:** Typical office conditions, over 95% of the time.
2. **Flooring:** Low level carpeting, linoleum, tile, wood, and some exposure to asphalt.
3. **Noise Level:** Conducive to office settings with phones, copiers, faxes, or typewriters.
4. **Lighting:** Conducive to normal office setting.
5. **Ventilation:** Provided by central heating and air conditioning.
6. **Dust or Fumes:** Normal, indoor levels associated with dust and odors from paper, blueprints, ink pens, plan copier, copy machines, cartography or other office-related equipment.

**Field Conditions:**

1. **Outdoors:** Typical field conditions during site visits, inspections and enforcement activities, less than 5% of the time.
2. **Travel:** Under varying conditions via automobile or plane, less than 5% of the time.
3. **Flooring:** Asphalt, grass, dirt, wood, carpeting, linoleum, tile, and uneven surfaces during site visits, inspections and enforcement activities.
4. **Noise Level:** Varying low to high equipment noise during site visits or inspections.
5. **Lighting:** Normal outdoor conditions, with some exposure to extreme weather conditions.
6. **Ventilation:** Heating and air conditioning provided by vehicle.
7. **Dust or Fumes:** Normal to high outdoor levels associated with construction and inspection activities.

**HAZARDS:**

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, radio, paper shredder, paper cutter, microphone, overhead projector, etc.

When traveling in the field, there is some exposure to mechanical hazards while utilizing a vehicle.

**ATMOSPHERIC CONDITIONS:**

Minimal exposure to fumes occurs in the field, as well as in a typical office environment. Office exposure to fumes or gases may occur due to the use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

**REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS**

1. Equivalent to a Bachelor's Degree from an accredited College or University with major coursework in planning or a related field considered useful in City planning. A Master's degree is highly desirable and may be substituted for one year of professional planning experience.
2. Five years experience in the field of urban planning or zoning administration, including at least two years in a supervisory capacity.
3. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle (s).
4. Pass a post-offer medical examination which includes a drug test.
5. Pass a Department of Justice criminal record check for employment.
6. Prefer non-tobacco user.