



Job Title	Planning Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	5	Job Code	18013

Class Specification – Planning Manager

Summary Statement:	
<p>The purpose of this position is an at-will, mid-level management position reporting to the Planning and Development Director. The Planning Manager manages, plans, and coordinates day-to-day activities of the Land Use Review Division, the Development Review Enterprise, and Comprehensive Planning; represents the department in public hearings; evaluates policy and procedures; project review and management; and provides technical assistance to developers and the public. May also perform variety of advanced, highly-complex professional planning activities in a functional planning area.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Manages Land Use Review and Development Review Enterprise staff by reviewing, editing and critiquing staff reports that are presented to the Planning Commission and City Council. Develops staff performance plans in concert with the employee with a yearly evaluation; assigns staff to special projects, determines and assigns individual staff work loads; maintains communication through regular staff meetings between staff and management; provides support to staff where management assistance is requested; serves as a mediator between the City, the applicant, and other affected parties. May also manage Comprehensive Planning through the development of long-range master plans; researches existing plans for subject area; surveys subject area for conditions that need to be addressed through the planning process; and identifies and convenes stakeholders to understand and compile issues and concerns.
20%	Reviews land use applications for compliance with city code and other applicable regulations; verifies all components of applications are provided and are in compliance; processes submittals for distribution; manages public notification requirements; researches site history and legal records; communicates to private stakeholders; writes technical review letters; solves applicant problems; presents project proposals at public hearings of the City Planning Commission and City Council; reviews appeal applications



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	of prior decisions; and testifies in legal proceedings regarding land use review process and legal compliance of City actions.
10%	Provides senior level staffing; including project leadership on special projects; code changes; project specific issues of a significant nature; and special topics with significant public interest and public participation. Activities include overall leadership, facilitation, mediation, coordination, and project management, include research on project specifics and developing information for project participants.
10%	Manages the Division by participating in discussions with upper management, management committees, and management meetings that require or necessitate attendance of the land use review group; coordinates with other division managers addressing common needs and issues; serves as a liaison with other city departments and agencies; and serves as acting departmental manager in the absence of the manager.
5%	Staffs the front desk for a minimum of four hours a week by providing answers and guidance to the public with wide-ranging planning and land use questions; conducts extensive research into past project history; and determines conditions that may have been placed upon projects and determines specific criteria that may be applicable to a property.
5%	May be assigned as a liaison to various boards and commissions, representing the department on various issues. As the liaison, may be required to attend meetings, prepare reports, and agendas.

Competencies Required:

Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.



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Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in planning, urban studies, geography, architecture, public administration, or other related field.

Experience: Five years of full-time responsible experience in professional urban or comprehensive planning with three years of supervisory experience.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:



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Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Supervision Received:

Receives Administrative Direction: The employee normally performs the duty assignments with broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:

Monitors budget/fiscal expenditures (typically non-discretionary expenditures) or responsibility for fiscal management of capital project(s). May recommend budget allocations.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and GIS Software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: November 2014