

**CITY OF RAMSEY
POSITION ANALYSIS**

POSITION TITLE: Planning Manager

DEPARTMENT: Community Development

POSITION TITLE OF IMMEDIATE SUPERVISOR: Deputy City Administrator/ Community Development Director

FLSA STATUS: Exempt

PRIMARY OBJECTIVE OF POSITION:

Under the general guidance and direction of the Deputy City Administrator/Community Development Director, the primary objectives of the Planning Manager are to: manage the operations of the Planning Division; supervise planning, environmental, and clerical functions and staff; oversee the long range planning and implementation of the Comprehensive Plan; provide professional planning advice; perform a wide range of tasks at the verbal or written direction of the Deputy City Administrator/Community Development Director or City Administrator.

This position supervises assigned personnel and serves as back-up to the Community Development Director/Deputy City Administrator

PRIMARY RESPONSIBILITIES:

- A) Manage the operations of the Planning Division
- B) Supervise the planning, environmental, and clerical functions and staff to perform professional tasks encompassing a variety of the aspects of municipal planning and development
- C) Oversee all development projects and land use applications
- D) Oversee long-range planning
- E) Oversee day-to-day planning and code enforcement
- F) Provide professional planning advice
- G) Perform a wide range of tasks at the verbal or written direction of the Deputy City Administrator/Community Development Director or City Administrator

TASKS RELATED TO RESPONSIBILITIES:

- A) Manage the operations of the Planning Division
 - 1. Manage/supervise: Planning Administrative Assistant, Planner, Senior Planner, and Zoning Code Enforcement Officer, and Planning Intern (if applicable)
 - 2. Prepare, implement, and monitor Division work plan
 - 3. Primary liaison to the City's Planning Commission, including attending all meetings, agenda preparation, and Commission work plan
 - 4. Oversight of Environmental Policy Board (EPB), which is Senior Planner's primary responsibility
 - 5. Keep the Deputy City Administrator/Community Development Director promptly informed of all matters of major importance as they relate to Planning and recommend actions with respect to such matters
 - 6. Coordinate with adjacent jurisdictions and the Metropolitan Council as needed
 - 7. Coordinate consulting services as needed
 - 8. Assist the Deputy City Administrator/Community Development Director in the preparation of the annual department budget, as requested

- B) Supervise the planning, environmental, and clerical functions and staff to perform professional tasks encompassing a variety of the aspects of municipal planning related to commercial and residential development
 - 1. Provide strategic direction and oversight to ensure that staff members have the support they need to sustain their work at a consistently high level. Train staff as needed
 - 2. Assign land use applications and cases to the appropriate planning staff for processing
 - 3. Prepare and monitor staff reports to City Council, commissions, boards and committees
 - 4. Evaluate work procedures for efficiency and effectiveness and redesign as needed
 - 5. Evaluate employee performance and assist with employee development as needed
 - 6. Ensure interdepartmental cooperation on projects
 - 7. Perform and oversee grant writing activities related to planning

- C) Oversee all development projects and land use applications
 - 1. Manage the development review process
 - 2. Responsible for overseeing all land use applications, including residential subdivisions, commercial/industrial site plan review, conditional use permits, comprehensive plan amendments, re-zonings, and similar items. Management of 60-day rule
 - 3. Responsible for internal communication related to development projects, including Department Review Committee of all internal departments
 - 4. Work directly with the Economic Development Department on prospective projects
 - 5. Oversee implementation of the COR Design Framework, a form-built code for the City's downtown area
 - 6. Update City's website with project information

- D) Oversee long-range planning
 - 1. Oversee revisions, implementation, amendments and updates to the Comprehensive Plan.
 - 2. Coordinate the development of short- and long-term goals related to growth management in the Community pursuant to policy direction from the City Council and City Administrator
 - 3. Ensure coordination of the City's Comprehensive Plan with Metropolitan Council regulations

4. Ensure that City Code complies with City's Comprehensive Plan
5. Update the City's Zoning Code and Sign Code
6. Ensure that reporting and records management related to development are completed accurately, thoroughly, timely and that they are accessible

E) Oversee day-to-day planning and code enforcement

1. Oversee permits as related to Planning, including Zoning Permits, Fence Permits, and Rental Licensing
2. Permit review as needed on building permits
3. Supervise Zoning Code Enforcement Officer and step in on difficult cases as needed

F) Provide professional planning advice

1. Provide professional planning advice to the City Council, Planning Commission, Economic Development Authority, and other advisory groups as necessary
2. Assist with siting and design of development projects
3. Maintain effective working relationships with elected and appointed officials, city staff, citizens, developers, and representatives of other jurisdictions and agencies
4. Represent the City and Department at meetings and on boards, agencies and organizations
5. Attend meetings of the City Council, Planning Commission and other meetings as assigned or requested
6. Ensure that all development in the City is in accordance with the Comprehensive Plan.
7. Coordinate Division activities with those of other City departments
8. Assign and monitor staff support to the City's Planning Commission and Environmental Policy Board

G) Perform a wide range of tasks at the verbal or written direction of the Deputy City Administrator/Community Development Director or City Administrator

KNOWLEDGE, SKILLS AND ABILITIES:

- Advanced knowledge of urban land use principles and trends
- Ability to interpret land use regulations and policies
- Extensive knowledge of community development programs, processes and operations of a community development department
- Ability to supervise multiple department functions to accomplish the department work program on time
- Ability to think in a creative manner in order to develop alternative programs to achieve results consistent with community goals
- Thorough knowledge of how to develop and implement a municipal comprehensive plan.
- Familiarity with writing and administration of development-related grants
- Ability to communicate effectively, orally and in writing, including making presentations.
- Ability to maintain effective working relationships
- Ability to follow verbal and written instructions
- Ability to handle stressful situations effectively and deal with angry or difficult people
- Knowledge of various software packages, geographic information systems and other data management systems
- Ability to gather data and develop clear and concise reports

- Ability to prioritize and meet deadlines
- Knowledge of Metropolitan Council rules and regulations as it relates to Municipal Planning within the Twin Cities Metropolitan Area

MINIMUM QUALIFICATIONS

- Must possess a Bachelor's degree in Land Use Planning, Urban Studies, or a closely related field
- Must have five (5) years' experience in municipal planning, community development or a closely related area, two of which must have been in local government
- Must have two (2) years of supervisory experience
- Must be proficient in Microsoft Office - word processing, spreadsheet programs, Outlook
- Must have excellent written and verbal communication skills
- Must possess a valid Minnesota driver's license, along with a good driving record

DESIRABLE QUALIFICATIONS

- Master's degree in Urban Planning or closely related field
- GIS experience
- Experience in mediating conflicts
- Experience in managing public workshops
- American Institute of Certified Planners (AICP) Certification

Drafted: Jan, 2022

JOB ACTIVITY REQUIREMENTS
Planning Manager

Job activity requirements					
	Physical Activities	Very Important	Important	Slightly Important	Not Important
1	Standing			X	
2	Sitting	X			
3	Walking			X	
4	Lifting			X	
5	Pushing / Pulling			X	
6	Carrying			X	
7	Climbing				X
8	Kneeling				X
9	Crawling				X
10	Crouching			X	
11	Bending at waist			X	
12	Reaching		X		
13	Handling Objects	X			
14	Repetitive Hand Motion	X			
15	Use of Arm Muscles over Extended Periods			X	
16	Use of Leg Muscles over Extended Periods			X	
17	Overhead Work				X
18	Stationary desk or bench work	X			

This job requires employees to be able to lift and carry up to 20 pounds without assistance.

Job working conditions			
		Yes	No
1	Working Outdoors	X	
2	Working Indoors	X	
3	Operating dangerous equipment		X
4	Operating motor vehicles	X	
5	Providing work direction to other employees	X	
6	Working with chemicals		X
7	Working near fumes and vapors		X
8	Driving a City vehicle or personal vehicle	X	
9	Driving is an essential function of this job		X
10	Subject to random DOT drug and alcohol testing		X