

PLANNING MANAGER

(proposed new classification)

DEFINITION

Under general direction, directs, organizes, administers, and coordinates daily planning activities, operations, and services including current planning, long-range planning, zoning administration, and similar land use planning functions; plans, directs, and supervises the work of assigned staff; provides highly responsible complex and technical support to executive management and county partners; leads the effort of General Plan updates, including annual reporting and amending county land use planning codes and related policies; and serves as the County Zoning Administrator and the County Planning Director.

DISTINGUISHING CHARACTERISTICS

This single At-Will management position class is responsible for the Planning functions within the Community Services Department. The incumbent reports to the Assistant Director or higher-level personnel.

It is distinguished from the Principal Planner and Senior Planner classes in that this class demonstrates greater breadth of responsibilities by serving as the County Zoning Administrator and the County Planning Director, participating in budget preparation, handling sensitive personnel matters, and advising the Board members and executive leadership about complex planning issues.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Plans, organizes, and directs the planning activities, projects, and operations of the department, including directing the preparation of or preparing staff reports on complex and/or sensitive projects and environmental review as well as supervising and coordinating land use violations, current and advanced planning, zoning administration, and similar land use planning functions.
- Serves as the County Zoning Administrator and Planning Director in compliance with California Government Code; prepares for, participates in, and facilitates Planning Commission meetings; coordinates and serves as liaison and representative between divisions, units, or assigned programs/projects and federal, state, county, County executive management, commissions, committees, outside agencies, the public, and other stakeholders; and provides technical assistance, as necessary, in a professional, positive, and productive manner.
- Develops planning related goals and assists the Department Director in establishing and implementing departmental goals, objectives, and policies and procedures.
- Assists with the preparation and monitoring of the planning budget and revenues by evaluating current programs and anticipated future needs and assuring accurate application of fees and time tracking for maximum cost recovery.

- Assigns work activities, projects, and programs; sets and maintains efficient and professional standards and processes; monitors workflow; and reviews and evaluates work of subordinate staff and private consultants.
- Recommends the appointment of personnel; identifies staff development needs; provides or coordinates staff training; conducts performance evaluations; and implements disciplinary procedures as needed.
- Manages production, revision, and implementation of planning and/or zoning documents such as the County General Plan, community and area plans, specific plans, and County Ordinance.
- Keeps abreast of legislation affecting planning matters; prepares or directs preparation of new ordinances and plan elements to accommodate changes resulting from State legislation or new County policies; and makes the information available to the Director and to the public.
- Assures Planning Commission and Board of Supervisor staff reports and presentations are user friendly and adhere to professional standards and County procedures and requirements.
- Advises management on all land use planning matters including zoning, code compliance programs, and related issues while upholding County values, customer services standards, and innovative and collaborative resolutions.
- Provides representation at key planning meetings and appeal hearings; responds to subpoenas and may be required to testify and make presentations in court.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Education: Graduation from an accredited four-year college or university, with major work in Planning, Environmental Studies, Geography, English, or a closely related field; AND

Experience: Six (6) years of increasingly responsible experience in land use planning and development, including two (2) years in a supervisory or leadership role.

License: This classification may require the incumbent to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individual who does not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

KNOWLEDGE & ABILITY

Knowledge of:

- Principles and application of the California Environmental Quality Act (CEQA) and the National Environmental Protection Act (NEPA)
- Pertinent local, state, and federal codes, policies and procedures, laws, rules, and regulations pertaining to land use, planning, and zoning

- Principal objectives of the Community Services Department; organization and function of the various County departments
- Principles and practices of community development, public administration, resource management, environmental issues, contract management, and budgeting
- Principles and practices of leadership, supervision, training, motivation, team building, and conflict resolution
- Principles and practices of research methodology and standards, statistical methods, business correspondence, report writing, and policy development and implementation
- Current office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, planning, permit processing and tracking, Geographical Information Systems, and other relevant database programs

Ability to:

- Plan, organize, direct, and implement comprehensive current and advanced planning; negotiate contracts and agreements
- Supervise, train, motivate, and evaluate personnel; accept staff ideas and recommendations and decide best method of application; encourage and provide opportunities for staff improvement
- Develop, apply, implement, interpret, and explain complex local, state, and federal regulations, codes, ordinances, and policies and procedures
- Exercise initiative and independent judgment relative to various land use entitlement applications and violations
- Analyze complex and sensitive planning issues; identify alternative or creative solutions; project consequences of proposed actions; and implement recommendations in support of goals
- Establish and maintain effective working relationships with co-workers, other County employees, the public, and those contacted in the course of work
- Communicate, both orally and in writing, including the ability to effectively prepare and organize comprehensive reports and presentations; convey complex and technical subjects in a clear, concise, and persuasive manner; and gain cooperation through discussion
- Uphold County values, including customer services standards, streamline processes, and use creativity to solve complex problems
- Understand and apply basic accounting principles and methods as they relate to planning budget, revenues, and cost recovery

ENVIRONMENTAL & FUNCTIONAL FACTORS

The incumbent will perform work inside of buildings and outside in the community, alone or closely with others. The incumbent is required to drive a vehicle or travel independently to various worksites throughout the County. The incumbent must be able to communicate

verbally with co-workers and customers and deal with a variety of stressful situations in a calm, professional manner.

MEDICAL CLASS

This classification requires the incumbent to perform light physical work, which may include frequent lifting of up to ten (10) pounds and occasional lifting of up to twenty-five (25) pounds. The ability to place or retrieve items at above and below waist level will be required while moving about, sitting, or standing. Additionally, the position requires manual dexterity, visual acuity, color and depth perception, good hearing, and eye-hand coordination to use a variety of office equipment and motor vehicle.

CLASS HISTORY

Established Date: TBD

Revision Date: