

PLANNING MANAGER

Definition:

Under general direction plans, organizes, manages and coordinates the activities of the Planning Division in the Community Development Department; acts as an advisor to the City in interpreting zoning and subdivision codes, evaluating environmental issues and addressing legal issues; performs a variety of highly complex and difficult professional-level planning duties; prepares agenda letters and staff reports; supervises assigned staff, manages the division budget and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Manages current planning, advance planning and special project activities of the Planning Division.

Recommends and implements division priorities, programs and objectives.

Reviews and analyzes a variety of records and staff reports and critiques and modifies a variety of documents including agreements, correspondence, policies and procedures.

Interprets zoning and subdivision codes and proposed amendments.

Attends a variety of committee, community group and task force meetings including Planning Commission and City Council meetings, makes oral and written presentations and represents the City.

Confers with landowners, developers and property owners and reconciles, or participates in reconciling, development, zoning, environmental and code enforcement disputes.

Chairs the Staff Review Committee and conducts public hearings as applicable.

Manages the selection of, trains, supervises, evaluates and provides technical direction to assigned staff.

Establishes and monitors the content, format and order of Planning Commission agendas and ensures that assigned committees are appropriately staffed.

Administers the expenditure of division funds, implements the division budget and reviews and reconciles applicable operating expenditures.

Manages the design review process for large-scale projects and provides requested legal documents and certification for major environmental impact projects.

Coordinates work projects with other divisions and departments as applicable.

Conducts on-site project inspections as needed.

Operates a personal computer and uses applicable software to produce resolutions, ordinances and a variety of reports and correspondence.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

Planning Manager is a single incumbent division manager position in the Community Development Department with responsibility for the safe, efficient and effective operation and administration of the Planning Division.

Contacts and Relationships:

The Planning Manager establishes and maintains contact with staff in the Community Development Department and staff in other City departments. Additional contact will occur with members of the City Council and the Planning Commission, the public, developers, landowners, contractors and other public agencies.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Advanced principles, concepts, practices, procedures and techniques of urban planning, regional planning, land use and architectural design.

California Environmental Quality Act, California Subdivision Map Act, California Air Quality Management Plan, National Environmental Protection Act and related planning, zoning and development laws to include subdivision regulations and development standards and codes.

National Pollutant Discharge Elimination System (NPDES) general requirements.

Real estate law, concepts and terminology.

Building practices as they relate to plan review.

Advanced principles, practices, methods and procedures of data collection and research techniques.

Intermediate math and its application to planning work.

Effective management and supervisory techniques.

Principles and methods of project management related to the planning function.

Negotiating and conflict resolution techniques.

Public relations and customer service techniques.

Budgeting methods and procedures.

Computer applications related to area assigned.

AND

Ability to:

Analyze and evaluate major development proposals for conformity with City development standards, land use, zoning, code enforcement requirements and environmental planning guidelines.

Organize, oversee and participate in major urban and regional planning project review and analyses involving regional, zoning, environmental and demographic issues.

Advise City officials/management and the Planning Commission concerning applicable laws, regulations and standards related to air quality, solid waste, hazardous waste, resource management, land use, housing and related issues.

Develop and present policy recommendations and oral and written presentations to applicable commissions and to the City Council.

Direct and participate in the research, compilation and analyses of a variety of complex data and draft guidelines, ordinances, procedures and related material.

Direct, participate in and present oral and written staff reports and policy recommendations to the Planning Commission, City Council and other groups as needed.

Manage, supervise, train, evaluate and provide technical advice to staff.

Analyze social, environmental, political, legal and other elements of assigned projects within a neighborhood, commercial or industrial section of the City.

Manage the design review process for large-scale projects and inspect and evaluate a variety of project/work activities.

Interpret site plans, maps, plot plans, street measurements and related documents and apply engineering and architectural conversion scales.

Understand and carry out oral and written instructions and use independent judgment and initiative.

Establish and maintain effective relationships with those contacted in the course of work.

Meet the public with courtesy and tact.

Operate a personal computer and use applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree in Planning, Architecture, Public Administration or a related field from an accredited college or university.

AND

Experience:

Five years of progressively responsible professional urban planning experience at the Senior Planner level or equivalent including three years of supervisory experience.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Planning Manager file financial disclosure statements in accordance with state and local laws.

Per California Government Code §§3100 – 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Other:

A graduate degree or some completed graduate level coursework in Management, Business Administration, Public Administration or a related field from an accredited college or university is preferred but not required.

Certification as a member by the America Institute of Certified Planners is preferred but not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors in an office environment and outdoors in the field. When work is performed outdoors there may be exposure to the elements. An incumbent drives a vehicle on City business, sits for extended periods of time, uses a computer, keyboard and related equipment, stands, walks, bends, kneels, reaches and grasps. When in the field, an incumbent may walk on slippery/uneven surfaces and slopes, twist and be exposed to construction materials and dust. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Administrative/Professional.

Revised May 2008 (Title change to Planning Manager and addition of GC 3100-3109 language)
Revised December 2004 (Chief Planner)
Revised August 1991 (Chief Planner)