

December 2013

CITY OF ROCKLIN

**MANAGER OF PLANNING SERVICES**

Salary Range 19: (Management Salary Schedule)

**DEFINITION**

Under direction, to plan, organize and direct the activities of an assigned planning division in the Economic and Community Development Department; to coordinate planning services with other divisions, City departments, outside agencies and organizations; to perform advanced level professional planning work in the areas of current and advance planning; to provide complex staff assistance to the Director and/or Deputy Director of Economic and Community Development and others; to plan, organize, supervise, and review the work of assigned staff; and to perform related work as required.

**DISTINGUISHING CHARACTERISTICS**

This single position classification is responsible for planning and directing current and advance planning projects for the Economic and Community Development Department.

**SUPERVISION EXERCISED AND RECEIVED**

The incumbent receives general direction from the Director and/or Deputy Director of Economic and Community Development and provides direction and supervision to assigned professional, technical and clerical staff.

**EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES**

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

- Interprets and applies laws, rules and regulations related to planning matters including enforcement, land use, environmental quality, subdivision and general planning laws and regulations.
- Recommends goals and objectives; assists in the development and implementation of policies, procedures and standards to ensure compliance with applicable laws and regulations.
- Plans, organizes and supervises the activities of assigned professional, technical and clerical staff.
- Trains employees in work procedures, standards and safety practices; reviews work in progress or upon completion for compliance with standards; prepares documentation and improvement plans and recommends disciplinary action.
- Reviews and approves employee work schedules, overtime, vacation, sick leave and time cards.
- Oversees, analyzes and prepares information regarding social, economic, population and land use trends.
- Oversees, develops, and implements current and advanced planning program activities including the preparation and review of environmental impact reports, and issuance of land use permits and approvals; preparation of long range planning documents; provides information and technical assistance regarding City development requirements; participates in public meetings as necessary.

- Participates in the development and implementation of the Economic and Community Development Department work plan and budget; reviews budget expenditures; recommends necessary staff, equipment, materials and supplies needed to support the Economic and Community Development work plan.
- Maintains accurate, complete and up-to-date records.
- Prepares and presents studies and recommendations, reports, resolutions and ordinances before the Planning Commission, City Council and citizen groups regarding Department findings and recommendations.
- Coordinates planning activities with other divisions, departments, governmental agencies and outside organizations; confers with engineers, developers, architects, and others; provides staff support to a variety of boards and commissions; participates in professional groups and committees.
- Reviews, assigns and oversees the processing of development permit applications including those for new subdivisions, lot line adjustments, variances, land use permits and zoning amendments.
- Prepares and negotiates requests for proposals, contracts and agreements; analyzes proposed development projects for compliance with applicable codes, ordinances and regulations.
- Oversees the enforcement of the City's Zoning and Subdivision Ordinances; oversees the investigation of complaints and recommends corrective action; researches, analyzes, prepares and recommends amendments to the City's Zoning Ordinance.
- Acts on behalf of the Director or Deputy Director when needed.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- Administrative principles and methods, including goal setting, program and budget development and implementation
- Basic budget preparation and monitoring, cash control and related accounting practices
- Applicable Federal, State and local laws, rules, codes and regulations
- Advanced principles and practices of urban planning and development
- Methods and techniques of effective project management, contract administration and technical report preparation and presentation
- Statistical research methods and sources of information related to urban growth and development, land use, transportation, communications and public utility systems
- Recent developments and trends, current literature, and sources of information related to municipal planning and administration
- Modern office practices and technology, including personal computer hardware and software
- English usage, spelling, grammar and punctuation
- Principles and practices of personnel management, supervision, training and performance evaluation
- Safety principles, practices and procedures

**Ability to:**

- Plan, organize, supervise, review, and evaluate the activities of assigned program areas
- Coordinate assigned activities with other City departments and agencies as required
- Analyze site design, terrain constraints, grading, circulation, land use compatibility, utilities and other urban services
- Prepare, analyze and make recommendations regarding plans and applications received from developers, contractors and the general public
- Ensure project compliance with Federal, State and local rules, laws and regulations
- Analyze and streamline the City's planning entitlement processes without sacrificing development quality
- Interpret, analyze, and apply pertinent urban planning laws, rules and regulations
- Interpret, analyze, and direct changes to City Codes and ordinances related to planning
- Develop, implement and interpret goals, objectives, policies, procedures and standards
- Perform complex technical research, and prepare and analyze technical and administrative reports, statements and correspondence
- Analyze problems, identify alternative solutions and consequences, and make sound recommendations
- Plan, coordinate, prioritize and perform a variety of complex and sensitive planning projects
- Communicate clearly and concisely, both orally and in writing
- Represent City policies and programs with other governmental agencies and the general public as directed
- Use computer technology and applications in the performance of daily activities
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Perform budget preparation and administration
- Supervise, train, and evaluate professional, technical and clerical staff
- Use tact, initiative and independent judgment within established procedural guidelines.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

**Minimum Qualifications**

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in planning, public or business administration or related field and five (5) years of responsible, professional urban planning experience, including at least one (1) year providing direction or supervision to professional staff.

## **GENERAL QUALIFICATIONS**

### **License Requirements:**

A valid California Class C license or higher is required at the time of appointment. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.

### **Physical Requirements:**

Incumbents appointed to this class must have the mobility to work in a standard office or field environment, use standard office equipment and attend off-site meetings; intermittently operate a motor vehicle on surface streets with occasional exposure to weather conditions, and construction and traffic hazards; mobility to traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform fieldwork; intermittently sit at desk for long periods of time; lift light to moderately heavy weights; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone; manual dexterity to operate small equipment, tools and standard office equipment and supplies, and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).

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This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.