



CITY OF CITRUS HEIGHTS

PLANNING MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities of the Planning Division within the Community Development Department including current and long range planning, development plan review, general plan and specific plans; to coordinate planning activities with other divisions and departments; to act as the Community Development Director as necessary; and to provide highly complex staff assistance to the Community Development Director.

DISTINGUISHING CHARACTERISTICS

The Planning Manager level recognizes positions that provide full line and functional management responsibility for a division or program area within a department.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Community Development Director.

Exercises direct supervision over assigned supervisory, professional, technical and office support personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Plan, organize and direct planning activities including current and long-range planning, development plan review, general plan and specific plans.
- Develop and implement Planning Division goals, objectives, policies and procedures; assist in developing and implementing Community Development departmental goals, objectives, policies and procedures; and provide highly complex management assistance to the Community Development Director.
- Direct, oversee and participate in the development of the Planning Division work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Prepare the Planning Division budget; assist in departmental budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Community Development Department.
- Provide leadership and direction for community standards related to planning efforts; educate the public regarding City standards in order to create an enhanced community.
- Communicate regularly with neighborhoods, businesses, Planning Commission, City Council, and the community-at-large to keep them apprised of the work and goals of the Planning Division; report to the City Council on planning issues and status of various projects or initiatives.
- Work with neighborhoods, homeowner's associations, businesses and the community to deal with sensitive issues; speak before community groups to ensure good rapport and understanding of the City's planning vision.

- Make recommendations on complex or unique development permits, use permits, variances, tentative maps, residential planned development permits, as well as other zoning applications; prepare appropriate reports; provide advice and interpretation on complex or unique planning problems; respond to concerns from the City Manager, City Council or others on planning issues;
- Manage, schedule and coordinate plan check functions and counter operations; confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding city development policies and standards on complex projects.
- Manage, direct and coordinate special planning, zoning and environmental studies; prepare reports and findings.
- Manage and implement the City's General Plan, zoning and subdivision ordinances as necessary; function as project manager on larger, complex or important projects; and, plan and lead meetings such as project coordination meetings.
- Effectively resolve disputes between staff and developers, contractors, architects, engineers and the general public.
- Review and oversee complex plans for construction, alteration, or repair of residential, commercial and industrial buildings to assure compliance with applicable codes.
- Serve as staff, prepare staff reports, and provide recommendations to various City and citizen advisory boards and committees such as the Planning Commission; present planning and zoning matters to the City Council, and citizen boards and committees; serve as staff to various citizen boards and committees as necessary; prepare agendas for various boards and commissions; ensure proper legal notification; train new Commissioners.
- Perform professional level work in the field of current or advanced planning; coordinate planning activities with other city departments, and with outside agencies as required.
- Perform the most complex planning duties; provide professional advice and recommendations on planning issues and sensitive situations requiring discretion and judgment.
- Represent the Division and Department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Manage Business License Program including review, issuance, and revocations.
- Manage and assist with Grant funding for the Planning Division.
- Monitors staff workload including the use of consultants to ensure the effective and efficient delivery of planning services.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of planning and community development including current and long range planning, development plan review, and general plan and specific plans.

- Principles and practices used in the evaluation, analysis and implementation of effective urban planning.
- Principles and practices of comprehensive urban planning and land use control.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal rules, regulations and laws, including CEQA and NEPA.
- Recent developments, current literature, information sources, and research techniques in the field of urban planning.
- Statistical and research methods as applied to the collection, analysis and presentation of planning data.
- Principles and methods of effective project management.
- Principles and practices of good customer service.
- Techniques and principles of effective interpersonal communication.
- Modern office procedures and computer equipment.
- Principles and practices of organizational analysis and management.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.

Ability to:

- Organize and direct the planning operations.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, communicate through written means; and lift or carry 10 pounds or less.
- Perform the most complex work of the department.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Understand, critically evaluate and interpret architectural plans, blueprints, and specifications, site design and related drawings, charts and tables
- Make formal presentations before groups representing the City; attend public meetings in the evening to perform the requirements of the job.
- Manage and coordinate services of contractors or consultants.
- Exercise independent judgment and initiative; manage projects and multiple priorities effectively.
- Prepare, analyze and make recommendations regarding complex plans and applications received from developers, contractors and the general public, explain and communicate applicable codes and ordinances to affective parties.
- Assist in the development and monitoring of an assigned program budget; project, track and reconcile expenses.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.

- Gain cooperation through discussion and persuasion
- Interpret and apply City and department policies, procedures, rules and regulations.
- Prepare and administer a budget.
- Supervise, train and evaluate personnel.
- Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer with proficiency and familiarity.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in planning, including two years of supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, planning, community development or a related field. Master's degree in a related field is desirable.

License or Certificate:

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

Possession of an American Institute of Certificated Planners (AICP) certificate is highly desirable.

File:	Planning Manager
FLSA:	Exempt
Created:	06/01/05
Revised:	10/15/10 – Corrected EEO Language 9/23/21 – Updated to current template; added business license program