Date Adopted: 6/13/06

CITY OF GLENDORA

PLANNING MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, plans, directs, and coordinates complex professional work in current and long-range planning related to the implementation of the General Plan goals and programs of the Planning and Redevelopment department; participates in the development of planning policies and procedures; performs related duties as assigned.

CLASS CHARACTERISTICS

The Planning Manager classification is a single position classification reporting to the Director of Planning and Redevelopment and the City Planner and is primarily responsible for the management of long-range planning related activities; supervises professional and technical planning staff.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Plans, directs and coordinates City planning activities; recommends procedures to conduct activities in accordance with related laws, ordinances, rules and regulations. (a c f i j k l)

2. Manages operations of the Environmental Services Division; ensures various environmental programs are in compliance with applicable federal and state laws, codes and regulations, including waste and recycling programs and regulations; prepares annual division budget. (a e f j l m n)

3. Develops and administers environmental compliance contracts; monitors grants, legislation and program reporting. (a b c d e f j k l m n)

4. Obtains property acquisitions grants and appraisals, coordinates with local and state conservancies and property owners; oversees grant process including escrow and sales agreements; prepare reports for City Council. (a b c d e j k l)

5. Collects and analyzes statistical and other data relating to land use, housing, population distributions and projections, economic studies and projections; conducts surveys and compiles data relating to zoning development for compliance with ordinances and regulations and policies established by the Planning Commission and the City Council; assists in preparing comprehensive current and long-range plans for subdivision and zoning activities, land use and community design; assists

the Planning/Redevelopment Director in management of staff including day to day supervision of planning staff, assignment of projects, monitoring of work quality, and ongoing training. (a b f g h j k m n)

6. Organizes and manages planning activities for the City's long-range planning objectives, including, but not limited to, the following: preparation of advance planning reports and studies including land use, zoning, population, housing and environmental impacts; conduct current and long-range planning, zoning and subdivision review; conduct special research and/or support service assignments; maintain and update the general plan and zoning codes. (a b f i j k m n)

7. Acts as a project manager to secure the zoning entitlements and environmental clearances for significant current development projects and long-range planning programs. (a b e f g i j k l m n)

8. Administers service contracts between the City and consultants. (a e g h j)

9. Assists the Director of Planning and Redevelopment in projecting budget and staff requirements for the City's planning functions, and in consultation with the City Planner, establishes objectives, priorities and schedules for planning and long range planning. (a b e f n)

10. Supervises assigned staff. (a c g h i)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

a. Communicate clearly and concisely, both orally and in writing.

b. Research and prepare complex reports on a variety of subjects.

c. Establish and maintain effective relationships with public officials and the community at large.

d. Direct and coordinate redevelopment projects.

e. Operate projects within allocated funds.

f. Understand, explain and apply policies and procedures.

g. Supervise and review the work of subordinate employees and/or consultants.

h. Train, supervise and evaluate employees.

i. Deal constructively with conflict and develop constructive resolutions.

j. Interpret and apply provisions of codes, regulations, statutes and ordinances relevant to City planning and redevelopment activities.

k. Work independently and represent the City in a variety of meetings.

l. Monitor and interpret the legal requirements of the State as they affect the planning and redevelopment policies and procedures of the City.

m. Conduct research and analyze data, and prepare preliminary studies in areas related to land use, zoning, land subdivision, capital improvements and other purposes.

n. Operate a computer using various types of computer software.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

A Bachelor's degree or equivalent with major work in planning, public administration, architecture, or a closely related field and four years of progressively responsible professional experience in local government in the field of planning, including one year of supervisory experience.

Knowledge and Skill Levels

Thorough knowledge of municipal planning methods and procedures; municipal budget preparation and control; principles and practices of supervision; California Environmental Quality Act, AB939, Subdivision Map Act, planning and zoning law, site planning and architectural review; ability to interpret and apply related state and federal laws, ordinances, rules, policies and regulations; prepare and obtain grants. Some knowledge of the principles and practices of employee supervision.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised by *Johnson & Associates LLC* June, 2006