

PLANNING MANAGER

DEFINITION

Under general direction of the Community Development Director, plans, organizes and directs the activities and programs of the planning division including the general plan, zoning, code enforcement, transportation, the processing of permits, subdivisions, environmental review, and administration ; performs other duties as assigned.

The Planning Manager is responsible for formulating policy, developing goals and objectives, supervising staff, and developing and administering the division's budget. It is distinguished from the Community Development Director in that the Director has overall management responsibility for all areas of the Community Development Department which include Building, Planning, Redevelopment and Economic Development and Housing.

SUPERVISION EXERCISED AND RECEIVED

General direction is received from the Community Development Director. Direct supervision and supervision through secondary managers is provided to personnel assigned to the division.

ESSENTIAL AND IMPORTANT DUTIES (Illustrative Only)

Management Functions

- Advises the Community Development Director and the Planning Commission on aspects of City planning and the implementation of the Zoning Ordinance and other development regulations;
- Develops, maintains, implements and interprets the comprehensive General Plan, area plans, environmental impact reports, capital improvement plans, Planning Commission, and other applicable planning areas;
- Directs, reviews and evaluates the work of assigned staff while encouraging and fostering cooperative working relations within the division as well as with other divisions and departments;
- Hires, evaluates, trains and empowers assigned professional and support staff;
- Recommends disciplinary actions, if necessary;
- Keeps informed of future trends in the planning field including legislation, court rulings, and professional practices and techniques and evaluates their impact upon City operations and recommends policy and procedural improvements;
- Reviews proposed plans, plan revisions, ordinances and other recommendations involving both current and advance planning objectives;
- Makes decisions regarding land use and zoning matters;
- Provides staff and technical assistance to the Planning Commission and City Council; and
- Ensures the timely preparation and submittal of documents for City Council consideration.

Administrative Functions

- Conducts public hearings on variances, certain conditional use permits and code violations;
- Administers and monitors consultants/contracts for studies and services;
- Prepares timely, complete, accurate and concise written technical reports and correspondence;
- Makes verbal and written presentations before the City Council, commissions, committees, community groups, boards and governmental bodies;
- Supervises professional, technical and/or clerical employees to include the preparation of performance evaluations; and
- Utilizes or directs the utilization of computers and software programs for various technical projects and studies.

Customer Service

Meets with representatives, professionals, citizens and organizations to encourage action or resolve problems related to the division's activities and projects; and effectively provides training and direction consistent with the City's commitment to exceptional customer service.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Demonstrated knowledge of: Principles, practices, standards, information sources and trends in the fields of current and/or advance planning; local, state and federal laws applicable to planning, zoning, subdivision and environmental review; land use, physical design, demographics, environmental, social and economic concepts, including public and private financing and capital improvements; application, modification, and interrelationships between ordinances, policies, standards, procedures, and practices associated with the planning function; computer technology and statistical analysis techniques related to municipal planning; local government organization and the functions and practices of a municipal planning unit; methods and practices of community organization and citizen participation; and supervisory principles and practices, including budget, and goals and objectives development and work planning and organization.

Ability and skills to: Plan, organize, assign, review and evaluate the work of assigned staff; interpret laws, policies, procedures and regulations; analyze complex operational and administrative problems, evaluate alternatives and recommend or adopt effective courses of action; negotiate project conditions of approval; work well under the urgency of deadlines; develop and implement goals, objectives, policies, procedures, work standards and management controls, including the application of project management techniques; prepare clear and concise reports, correspondence and other written materials and make clear oral presentations; facilitate meetings with representatives, professionals, citizens and organizations to achieve problem solving; exercise sound, fair and consistent independent judgment; provide technical assistance and staff leadership to various boards and commissions; exemplify and foster an enthusiastic, resourceful and effective service attitude with the public and all who are contacted in the course of the work; participate, foster and encourage all members of the division to work as members of a team; establish and maintain cooperative working relationships with those contacted in the course of the work; and learn, interpret, and apply City, department and division rules, regulations, policies and practices.

EDUCATION AND TRAINING

Any combination of experience, education and training that would provide the best qualified candidates. A typical way of gaining the knowledge, skills and abilities would be:

Experience: Six years of progressively responsible, professional level experience in current and advanced planning which includes at least two years of supervisory experience. Local government, large-scale development and planned growth management experience is highly desirable.

Education: Equivalent to graduation from a four-year college or university with major course work in city or regional planning, urban planning, or a closely related field. A Master's degree or AICP certification is desirable.

Training: Any recent training such as, academic courses and certification programs which are relevant to this job classification.

License: Possession of a valid California Driver's License and a satisfactory driving record, as determined by the City.

Other Requirements: Must have the willingness and ability to: work the hours necessary to accomplish the assigned duties, including evening and week-end hours; attend evening meetings; travel out of town and attend workshops, conferences, seminars during work and non-work hours.

SPECIAL REQUIREMENTS

Speak clearly and understandably; operate standard computer programs. Ability to travel to various locations within and outside the City of San Carlos to meet program needs and fulfill the job responsibilities. When driving on City business, maintenance of a California driver's license and satisfactory driver's record is required. Must be able to actively participate in evening meetings.

RESOLUTION NO. 2007 –

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CARLOS
ESTABLISHING NEW PAY SCHEDULE FOR CERTAIN CITY EMPLOYEES**

(MANAGEMENT GROUP)

WHEREAS, the City Council approved a Salary and Benefit Resolution between the City of San Carlos and the Management Group for the time period of July 1, 2004 to June 30, 2008; and

WHEREAS, it is now necessary to amend the salary schedule in this Salary and Benefit Resolution to include the Planning Manager classification and salary.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of San Carlos that the amended salary schedule (Attachment 3) be approved for the Management Group.

I, Christine D. Boland, hereby certify that this Resolution was passed and adopted by the City Council of the City of San Carlos at a regular meeting held on the _____ day of _____ 2007, by the following vote:

AYES, COUNCILMEMBERS: _____

NOES, COUNCILMEMBERS: _____

ABSENT, COUNCILMEMBERS: _____

City Clerk of the City of San Carlos

APPROVED:

MAYOR of the City of San Carlos

APPENDIX A

CITY OF SAN CARLOS MANAGEMENT GROUP Salary Schedule

SALARY

Effective June 11, 2007, salaries for the following classifications shall be as follows:

<u>Title</u>	<u>Maximum Salary*</u>
<u>Per Month</u>	
Accountant II	\$ 6,593
Administrative Services Director	12,717
Assistant City Clerk	8,477
Assistant City Manager	13,347
Assistant Director of Public Works	10,750
Building Official	9,696
Community Development Director	12,572
Finance Officer	10,129
Financial Services Manager	8,844
Human Resources Manager	9,917
Information Technology Manager	9,804
Parks and Recreation Director	12,586
Parks Superintendent	9,287
Plan Check Engineer	6,790
Planning Manager	10,292
Police Chief	14,025
Police Commander	11,446
Public Works Superintendent	9,733
Recreation Superintendent	8,581
Redevelopment & Housing Manager	9,427
Senior Accountant	7,743
Senior Management Analyst	7,169

*Actual salary may be at or below this maximum at the discretion of the City Manager.