

Planning Manager

Class Title

Planning Manager

Salary

\$8,060.00 - \$10,067.20 Monthly

SUMMARY/IDENTIFYING CHARACTERISTICS

Under general direction of assigned supervisor, manages and supervises the planning division and staff. This position may supervise other department professional and technical staff and consultants.

The Planning Manager position is a Middle Manager role that provides proper tools, support and assistance to staff ensuring the municipal code is applied to planning projects in a consistent and fair manner. Their role enables the city to develop in an orderly manner to promote and protect public health, safety, comfort and general welfare of residents and workers in Solvang.

ESSENTIAL DUTIES/RESPONSIBILITIES

These duties are a representative example; position assignments may vary depending on the business needs of the department and organization. This position:

- Supervises, plans, organizes, and reviews work of professional, technical, and clerical subordinates and provides administrative supervision to Planning Division.
- Supervises, directs, and coordinates various programs: general plan and specific plan development, administration and maintenance, development and design review, zoning administration, community planning, environmental planning, annexations and land subdivisions, etc.
- Manages professional contracts and agreements with consultant staff and associated scopes of work.
- Assists in developing long-range plans and objectives for community development programs.
- Prepares annual budget and performs other administrative work including compiling for current planning caseload statistics, interprets planning and zoning regulations and department policy and procedures, etc.
- Represents the department at public meetings regarding planning and zoning matters to the Planning Commission, various citizen groups, elected officials, executive leadership, etc.
- Recommends the selection, placement, training and supervision of other employees; reviews and evaluates performance and recommends personnel action.
- Acts as department liaison between other City departments, councils, boards and commissions.
- Confers with owners, architects, and engineers regarding design, construction practices, etc.
- Attends Planning Commission and City Council meetings and makes oral presentations.

- Scope of assigned area will depend on departmental structure and is at the discretion of the department director.
- Upholds the values of the organization and has strong customer service orientation.
- Performs other related projects and duties as assigned.
- Demonstrates regular, reliable and punctual attendance.

CORE COMPETENCIES

- **Talent Development** - Effective performers keep a continual eye on the talent pool to monitor skills and needs of team members. They expand staff skills through training, coaching, and development. They evaluate and articulate present performance and future potential.
- **Organizing & Planning** - Effective performers have strong organizing and planning skills that allow them to be highly productive and efficient, manage time wisely, and effectively prioritize multiple competing tasks.
- **Organization Knowledge** - Effective performers understand the workings of a municipal organization, formal and informal policies and structures, and know "how the place works."
- **Relationship Building** - Effective performers understand that a primary factor in success is establishing and maintaining productive relationships. They interact with people and are good at it. They devote appropriate time and energy to establishing and maintaining networks.
- **Results Orientation** - Effective performers maintain appropriate focus on outcomes and accomplishments, are motivated by achievement, and persist until the goal is reached.
- **Industry Knowledge** - Effective performers understand the general workings of local government within which the organization functions, and maintain a current knowledge base.
- **Written Communication** - Effective performers write clearly and concisely, composing informative and convincing documents. They use written language to convey substance and intent with simplicity, accuracy and clarity.
- **Financial Acumen** - Effective performers understand the financial framework of the organization. They are cost conscious and fiscally responsible, and use financial data to make informed business decisions.
- **Change Agility** - Effective performers are adaptable, are effective in the face of ambiguity, and support an orientation for change.
- **Technology Savvy** - Effective performers use technology to be successful in their organizational role. They value technology and leverage existing and new technology to achieve efficiency.

QUALIFICATIONS/EXPERIENCE

- Ideally, five years of professional planning experience, including several years of experience leading others and managing business programs and functions; and
- Graduation from an accredited college or university with a bachelor's degree in planning or a related field.

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- A Master's degree in planning or public administration is desired.
- Current technical/professional knowledge of complex principles, methods, standards and techniques associated with the scope of work of a recognized profession, such as:
 - Principles and practices of urban planning, CEQA, Subdivision Map Act and local, state and federal laws and regulations relating to planning, land use zoning, land division, and environmental review; principles and practices of effective management and supervision.
 - Principles of budgeting and preparation of administrative reports.
 - Geographic Information Systems (GIS) or other mapping software.
 - Effective verbal and interpersonal communication skills.
 - Microsoft Office Suite (or equivalent).
 - Use computer and other office equipment effectively.
- Desired licenses and/or certifications associated with the assignment, such as:
 - American Institute of Certified Planners (AICP)

CONDITIONS OF EMPLOYMENT

- Possession of a valid and appropriate Driver License. Must have and maintain a satisfactory driving record and meet City liability requirements to drive for City business.
- Requires completion of a background investigation to the satisfaction of the City.
- The incumbent must meet the physical requirements of the job class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

SUPPLEMENTAL INFORMATION

- May require completion of a pre-employment physical to the satisfaction of the City.
- Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.