PLANNING MANAGER

DEFINITION
Under administrative direction, administers, processes, reviews, recommends and approves a wide-range of planning, zoning and land use functions; and facilitates and manages the Planning staff to ensure the proper and efficient implementation of the City's zoning code.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Manages staff engaged in the development and implementation of the City's Zoning Code;
- Establishes, explains, implements and oversees the Planning Division policies and procedures to Division staff; administers, reviews, recommend and approve permits, zone and sign adjustments, zone variances, site plan reviews, subdivision maps, ordinances, environmental assessments, business licenses and zoning code text amendments;
- Presents planning policies, procedures and program recommendations to Planning Commission, City Council, commercial and residential businesses and civic associations.
- Develops, prioritizes and schedules workload and deadlines of projects for completion by assigned staff;
- Responds to requests for assistance or guidance from assigned staff, other departments or citizens;
- Prepares and reviews reports, documents and critical planning issues;
- Promotes and supports community beautification and economic development through Planning Division programs.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing planning and zoning, management and/or supervision principles, and of long and short range planning techniques and procedures;
- Skilled in assessing and prioritizing multiple tasks, projects and demands, working with conflicting deadlines to complete projects and assignments, following and providing oral and written instructions and in establishing and maintaining productive working relationships;
- Ability to effectively communicate verbally and in writing in English, to train and supervise staff, maintain a professional and calm demeanor in challenging situations;
- Proficient in the use of a personal computer and other electronic devices including software such as MS Office and other industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require regular standing, walking and bending; May be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Bachelor degree in Planning, Urban Planning or closely related field, AND seven (7) years experience in planning or zoning including three (3) years at a senior level OR an equivalent combination of education and experience. Masters Degree preferred.