



City of Mt. Shasta
305 N. Mt. Shasta Blvd.
Mt Shasta, CA. 96067
530-926-7510

PLANNING MANAGER

DEFINITION

Reporting to the City Manager, this position plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Planning Department; assumes management responsibility in planning, overseeing, and directing the staff, operations and services of the City's Planning Department and provides complex administrative and technical support to the Planning Commission; performs complex planning studies when needed; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over administrative and clerical staff.

CLASS CHARACTERISTICS

This executive management classification oversees, directs, and participates in all activities of the Planning Department, including short- and long-term planning development review, policy development and administration, and enforcing City codes and regulations. The incumbent regularly interacts with the City Manager, City Council, Planning Commission, and departmental directors in coordinating projects and information. This position also assumes management responsibility for the City's Planning Department's services and operations including staff support to the Planning Commission. Successful performance of the work requires knowledge of public policy, planning principles, municipal functions, and activities, including the role of an elected City Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Prepares and/or supervises the preparation of staff reports to the Planning Commission, the City Council, and/or other applicable agencies.
- Directs, oversees, and participates in the Planning work plan; assigns work activities, projects, and programs; monitors work-flow; reviews and evaluates work products; schedules and prepares Planning Commission agendas.
- Prepares, reviews, and/or edits all Planning Commission, and planning-related City Council staff reports.

- Meets with developers, engineers, architects, other land development professionals, and the general public to review potential land development projects and assists in communicating the City development regulations and standards.
- Acts as direct Project Manager for complex or controversial land development applications/projects and/or as necessary to accommodate Planning workload.
- Participates in the development and administration of the annual/bi-annual budget for the department; directs the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approve expenditures; and implements mid-budget year adjustments as necessary.
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements individual personnel improvement plans when necessary; maintains discipline and high standards necessary for the efficient and professional operation of the Department.
- Facilitates the ongoing implementation of the General Plan and zoning by completing actions identified in the General Plan and proposing policy revisions as warranted.
- May manage Federal, State, and local housing, and community development grants, including the City's Community Development Block Grant, LEAP and SB2 grants.
- Develops, implements, and manages housing, and community development programs or contracts with non-profits for the City.
- Hires, supervises, trains, motivates, disciplines, and evaluates staff. Delegates workload among staff and consultants.
- Develops Annual Work Programs.
- Prepares and monitors budgets.
- Formulates long-range housing plans and strategies for the City, including scheduling and setting priorities.
- Performs and supervises complex research; reviews, analyzes, and implements new legislation and regulations.
- Represents the City at public meetings. Prepares and makes public presentations.
- Writes requests for proposals (RFPs). Reviews proposals and makes recommendations on consultant selection; prepares contracts or contract proposals. Administers consultant contracts.
- Serves as the primary housing contact person for community groups, developers, non-profit organizations, other governmental agencies, and related groups.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of City planning, land development, and state planning law, including the Subdivision Map Act and California Environmental Quality Act.
- Federal, State, and local grant programs, including CDBG and LEAP programs.
- Real estate laws, procedures and practices.
- Direct experience navigating the CEQA process
- Downtown and neighborhood revitalization strategies and techniques.
- Management practices pertaining to the evaluation of organizational needs and procedures.
- Contract administration techniques.
- Principles and practices of personnel management and budget preparation and administration.
- Effective supervisory principles and practices.

Ability to:

- Work effectively under pressure and time constraints.

- Manage a busy workload.
- Interact effectively with the public, employees and elected/appointed officials.
- Demonstrate supervisory and leadership skills.
- Communicate effectively, both orally and in writing.
- Collect, organize, and analyze data.
- Give public presentations.
- Identify and leverage outside funding sources.
- Demonstrate creativity in developing new solutions to identified problems.

Education and Experience:

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

Equivalent to graduation from a four (4) year college or university with major coursework City or Urban Planning, Public Administration, Business Administration, Economics, or a related field. A Master's degree in Urban Planning and/or American Institute of Certified Planners (AICP) certification is desired.

Typical experience would include four (4) years of professional experience in local governmental planning, including direct familiarity with California legal requirements. Supervisory experience is preferred.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California's Driver's License by date of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required, as well as field site visits. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with frustrated or irritated individuals in interpreting and enforcing department policies and procedures.