



Class Code: 132.1
WP Code: Plan Mgr.
Established: 6/01
Revised: 10/09
EEO Code: P

CLASS SPECIFICATION

City of Newark, California

PLANNING MANAGER

DEFINITION

Under direction of the Community Development Director, administers specified Community Development activities including current planning, zoning and subdivision ordinance, advanced planning and the General Plan, economic development, and community preservation; complex professional planning activities, such as serving as project manager for complex development and land use applications; provides professional information and assistance to the Director, the Planning Commission, the City Council, developers, contractors and general public; performs a variety of studies and prepares and presents staff reports; serves as liaison to the Chamber of Commerce, serves on review committees; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This class is the management level in the professional planning classification series with responsibilities spanning the full spectrum of planning functions encountered by a developing City, including planning, code enforcement, and economic development. Performance of the work requires an extensive professional background as well as skills in coordinating assignments with those of other City departments and public agencies. The class is distinguished from the Director in that the latter has responsibility for overall Community Development functions and for developing, implementing and interpreting public policy. It is direct supervisor of both professional and administrative staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include but are not limited to the following:

Supervise both professional and administrative staff.

Provide timely, accurate and thorough Performance Reviews for supervised employees.

Conduct economic development activity, such as community marketing, business retention and development facilitation.

Review applications for residential, commercial and industrial development; evaluate alternatives and conformance with City policies, ordinances, the General Plan and state and federal laws; prepare and present staff reports to the Planning Commission and City Council regarding such applications.

Serve as project manager for complex planning projects, including analyzing and evaluating site and architectural plans, performing technical review for project plans and applications and

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making recommendations; manage consultant contacts including determining scope of work and budgets, tracking budgets and approving contract payments.

Update and create long-range planning documents such as the City's General Plan and other assigned plans; prepare modifications to specific General Plan elements.

Review applications for zoning variances and other occupancies for conformance to applicable ordinances and policies.

Prepare written project analysis including identifying appropriate land use policy, design issues and environmental requirements; makes recommendations for action.

Serve as staff liaison for the Chamber of Commerce, review boards, ad-hoc committees and elected officials, including providing technical advice and giving presentations.

Confer with and provide information to property owners, contractors, developers, engineers, architects and the public regarding conformance to standards, plans specifications and codes; explains codes, requirements and procedures and evaluates alternatives.

Conduct sites inspection, including determining if projects are in compliance with laws, regulations, and ordinances, makes recommendations on changes.

Perform other duties of similar nature or level.

MINIMUM QUALIFICATIONS

Knowledge of: (at entry)

Principles, practices and procedures related to City and regional planning and zoning administration, including applicable laws and regulations;

Comprehensive plans and current planning and the development process;

Computer applications related to the work.

Supervisory techniques;

Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports;

Project management techniques; and

Techniques for effectively representing the City with governmental agencies, community groups, business, professional and regulatory bodies and with property owners, developers, contractors and the general public.

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Ability to: (at entry)

Administer complex current and advanced planning and zoning conformance activities in an independent and effective manner;

Conduct complex planning research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports;

Manage projects and conduct site inspections;

Interpret, apply and explain complex laws, codes, regulations and ordinances;

Effectively represent the department and the City in meetings with governmental agencies, community groups and various business, professional and regulatory organizations, and in meetings with individuals;

Conduct zoning studies and interpret City zoning laws, regulations and codes;

Read blueprints and site plans and conduct site inspections; and

Communicate effectively with officials, co-workers, subordinates, the general public, representatives of organizations and others sufficient to exchange or convey information and receive work direction.

Experience and Training

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

Experience:

Five years of planning related experience, this includes two years project management or supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in city, urban or environmental planning, architecture or a field related to the area of assignment.

License or Certificate

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At the option of the appointing authority or the City, persons hired into this class may be required either to possess at entry or obtain within specified time limits designated licenses, professional registration, certification or specialized education and training related to the area of assignment.

Must possess and maintain a valid Class C California driver's license and a satisfactory driving record.

Physical Requirements and Working Conditions

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings days and evening, at various sites within and away from the City and to inspect various work, building or construction sites; strength to lift and carry materials and equipment up to 25 pounds.

Probationary Period: 12 Months

FLSA: Exempt