

County of Humboldt Job Specification
PLANNING MANAGER
Classification 0681
FLSA: Exempt



DEFINITION

Under general direction, plans, organizes, oversees, coordinates, budgets, and reviews the work of a major planning unit; serves as project manager for complex development applications and special projects; performs professional office and field work involved in advance and current planning, coordinates assigned activities with other County departments and outside agencies; provides highly complex and responsible staff support to department and County management in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director and Deputy Director of Planning and Building. Exercises direct supervision over professional staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating a major planning unit. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

This class is distinguished from the Deputy Director of Planning and Building in that the latter has management responsibility for the planning, permit, and building inspection functions.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Plans, manages, and oversees the daily functions, operations, and activities of a major unit associated with current and long-range planning.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned unit; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of services, projects, and activities; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations on the same.
- Participates in the development, administration, and oversight of assigned budgets.
- Participates in selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline and termination procedures as needed.

- Recommends and administers policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Oversees the development of consultant requests for proposal for professional services and the advertising and bid processes; evaluates proposals and makes recommendations on project awards; monitors and ensures contractor compliance with County standards and specifications as well as time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
- Serves as project manager for the most complex current and/or long-range planning projects, Environmental Impact Reports (EIRs), General Plan Updates, and special planning studies, including in-depth application and plan review.
- Provides technical assistance and advice to other departments, County staff, and the public in areas of responsibility.
- Coordinates environmental review and special studies; compiles and analyzes complex and controversial development proposals.
- Coordinates and performs research, administrative, and technical activities necessary to achieve planning project objectives.
- Confers with contractors, property owners, real estate and development officials, and the public.
- Prepares or directs the preparation of general, area, and specific plans to guide development and provide a balance between economic growth and resource management objectives.
- Advises the Assistant Planning Director, Planning Director, Planning Commission, and the Board of Supervisors on aspects of County planning; presents planning issues and recommendations to the Planning Commission and Board of Supervisors.
- Performs related duties as assigned.

The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Modern principles, practices, and technical and legal issues of urban and regional planning, zoning, urban economics, demographics, and environmental planning and program management.
- Federal, state, and local laws applicable to planning, zoning, land division, and environmental review, such as the California Environmental Quality Act and the Subdivision Map Act.
- Statistical analysis and mathematical concepts related to the planning process.

- Local government organization, functions, and practices.
- Geographic, socioeconomic, transportation, financial, political, environmental, and other elements related to public planning projects.
- Philosophy, trends, principles, and techniques and reporting requirements associated with planning programs.
- Biological and environmental issues associated with urban and regional planning and land use development.
- Project management and contract administration principles and techniques.
- Principles of advanced mathematics and their application to planning work.
- Geographic Information Systems technology.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the unit.
- Coordinate assigned programs and services with other County departments as well as outside agencies.
- Develop, implement, and administer large and complex budget and control expenditures.
- Assimilate both technical and theoretical concepts from many diverse disciplines and apply the knowledge in creative and intuitive ways to solve unique problems.
- Evaluate the suitability of projects to specific sites and surrounding areas.
- Interpret land use maps, legal descriptions, construction and grading plans, and other technical and office data accurately.
- Effectively organize and manage large or specialized planning projects.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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 a bachelor's degree from an accredited college or university with major coursework in city or regional planning, urban planning, or a related field.

and

Four (4) years of professional planning experience, one year of which has included supervision of staff or project management.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL CONDITIONS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees also work infrequently in the field and occasionally are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, and hazardous physical substances and fumes.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e., background screening, physical examination, etc.).