

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

PLANNING MANAGER

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by City Council:	6-1-09
Classification Series:	Planning Series	Resolution No.:	2009-67
FLSA Status:	Exempt		

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction of the Director of Community Development, this management position performs professional planning duties; conducts planning studies of a comprehensive nature including coordinating, research and investigation work in preparation of updates for general plans, coordinates and manages activities of the Planning Division; performs related duties as assigned.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Manages the City’s development and land use policies;
- Researches, reviews, and analyzes information for the preparation of staff reports for current and advanced planning issues;
- Prepares staff reports and recommendations on planning issues to the City Council, Planning Commission, Historic Preservation, and/or other City/agency commissions/committees;
- Prepares environmental assessments for compliance with the California Environmental Quality Act (CEQA) Guidelines;
- Implements and administers contract for services from external resources;
- Ensures coordination of City Council, Planning Commission, Historic Preservation Commission, and other commissions/committees interest with those of the Planning Division and Community Development Department efforts;
- Ensures entitlement approvals are in compliance with all applicable laws and codes;
- Presents planning policies, procedures and program recommendations to Planning Commission, City Council, Historic Preservation, and/or other commissions/committees;
- Prepares and reviews reports and documents related to planning issues;
- Administers, reviews and recommends approval for land use entitlements including but not limited to development permits, conditional use permits, sign design reviews, subdivisions, zone changes, zoning ordinance amendments, and general plan amendments;
- Works closely with and delivers presentations to residents, developers, architects and others to provide advice, problem solving assistance, answers to questions and interpretation of program goals and policies;
- Resolves discrepancies or procedural problems and responds to program management and/or program delivery questions ensuring necessary follow-up occurs;
- Conducts and supports community beautification, economic development and housing activities through Community Development Department programs;
- Monitors program records for operational and budget accountability;

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(Continued)

- Provides information and resources to City officials, programs and other organizations as is appropriate;
- Establishes, explains, implements and oversees the Planning Division's policies and procedures to staff;
- Coordinates Planning Division activities with other programs, departments or staff to ensure program delivery according to appropriate policies, procedures and specifications;
- Supervises, selects, trains and evaluates assigned staff;
- Develops, prioritizes and schedules workload and deadlines of projects for completion by subordinate staff;
- Responds to requests for assistance or guidance from assigned staff, other department staff, or residents;
- Provides for and/or conducts staff development;
- Establishes work methods and standards;
- Represent the Community Development Department in the information technology meetings;
- Assumes responsibility for ensuring the duties of the position are performed in safe, efficient manner;
- Performs other related duties as assigned or as situation requires;

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Applicable Federal, State, County, and Local statutes, rules, ordinances, codes and regulations governing planning and zoning;
- Entitlement processes and compliance;
- Contract preparation and administration;
- Municipal organization and administration;
- Budget preparation and administration;
- Management and/or supervision principles;
- Project management principles and practices;
- Personal computer hardware and software;
- Current and advanced planning techniques and principles;
- Federal and other grant program implementation.

Skills:

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application;

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Ability to:

- Plan, schedule and supervise, train and evaluate professional, technical, and clerical personnel;
- Work under pressure, handling significant problems and tasks that arise simultaneously and/or unexpectedly;
- Communicate effectively both verbally and in written form;
- Respond in a timely and accurate basis to public inquiries and complaints in a courteous and tactful manner;
- Establish and maintain smooth and effective working relationships and resolve interpersonal conflicts;
- Maintain professionalism in attitude, attire, relationships, work product and confidentiality;
- Handle confidential information with discretion;
- Assess and prioritizing multiple tasks, projects and demands;
- Work within deadlines to complete projects and assignments;
- Assess objectives and operational requirements to develop and implement appropriate operational plans, policies and procedures;
- Conduct research and preparing clear, concise and comprehensive reports;
- Understand and apply complex regulations, procedures and guidelines;
- Understand and interpret provisions of the municipal code, MOU's Administrative Policies and Departmental Rules and other City Policies related to their respective job duties;
- Review and evaluate employee's job performance;
- Provide leadership, work instruction, coach, and motivate employees;
- Initiate, recommend and carry out personnel actions as required;
- Organize , prioritize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues within the organization;
- Work necessary hours and times to accomplish goals, objectives and required tasks;
- Interact on a professional level with all City employees and the public;
- Assume responsibility for providing effective customer service;
- Effectively handle irate customers;
- Assume responsibility for maintaining a safe working environment;
- Develop necessary skills from on-the job training and meet or exceed the standards of performance for the classification;

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

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Education/Training:

A Bachelor's degree from any accredited university in Urban and Regional Planning, Business Administration, Public Administration, Urban/Environmental Studies, Geography, Engineering, Architecture or closely related field. A Master's degree in Public Administration or Business Administration is desirable.

Experience:

Five (5) years experience of responsible professional planning or community development experience in a governmental agency including two (2) years of supervisory experience.

License or Certificate:

A valid California Class C Driver's License and a satisfactory driving record. Certification by the American Institute of Certified Planners (A.I.C.P.) is desirable.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.