



CITY OF HALF MOON BAY

Job Specification

Class Title: Planning and Development Services Manager

Status: Exempt

Department: Community Development

Reports To: Community Development Director

Employee Group: Represented Management

Adopted by City Council/Resolution Number:

Modified:

DEFINITION

The Planning and Development Services Manager is responsible for planning, organizing, directing and coordinating the activities of the Planning Division and the City Permit Center as part of the Community Development Department. Activities include current and advanced planning, coordinating Planning Division and Permit Center activities with other divisions departments and outside agencies, providing highly complex staff assistance to the Community Development Director and performing related work as required.

SUPERVISION RECEIVED/EXERCISED

The Planning and Development Services Manager receives general direction from the Community Development Director or his/her designee. The Planning and Development Services Manager supervises administrative, technical and professional staff and provides guidance to City employees and contractors regarding planning-related activities.

IMPORTANT AND ESSENTIAL DUTIES

The Planning and Development Services Manager is responsible for, but not limited to, the following duties:

- Develops and implements goals, objectives, policies and procedures
- Plans, organizes and directs Planning activities including the interpretation and application of environmental laws, land use development principles and the conduct of specialized studies
- Researches and prepares technical and administrative reports; prepares written correspondence
- Provides technical expertise for site planning, architectural and land use project reviews for staff, applicants, residents, property owners, businesses and outside agencies
- Prepares and presents technical reports and studies to the Community Development Director, City Manager, Planning Commission and City Council
- Supervises the collection, maintenance and analysis of land use, economic, demographic and social data
- Reviews, analyzes and interprets laws, rules, regulations and ordinances
- Coordinates planning and Permit Center activities with County, State and federal agencies and other City departments
- Reviews development proposals for compliance with City policies, ordinances, State law and sound planning principles

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- Directs or participates in the review and development of the City's zoning, subdivision and related land development regulations and formulates proposals for modifications to meet changing circumstances
- Coordinates the interests of private developers with those of the general public to ensure the most suitable development in the City
- Participates in the review of capital improvement projects and program
- Directs, oversees and participates in the development of the work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work methods and products
- Prepares the Planning Division and Permit Center budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers the approved budget
- Recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as required; maintains high standards necessary for the efficient and professional operation of the division
- Represents the City with outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary
- Supervise preparation of the Planning Commission agenda, Director's Hearing Agenda, and compilation of required reports and documents; manage Commission activities, including staffing and preparation of meeting minutes
- May serve as Acting Community Development Director in his/her absence

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Advanced principles, practices and trends in community and urban planning, land use management, zoning and subdivision laws, design review and the California Environmental Quality Act
- California Coastal Act
- General working knowledge California Building and related codes
- General working knowledge of civil engineering in the public sector
- Land use concepts, population density and growth-related issues
- Principles and practices of leadership, motivation, team building and conflict resolution
- Federal, State and local laws and regulations pertaining to General Plans, environmental issues, zoning and land development
- Research methods and sources of information related to urban growth and development
- Electronic data processing and management systems such as Geographic Information systems, permit software, etc. and their application to planning and land use management
- Budgeting procedures and techniques
- Principles and practices of supervision, training and personnel management

Skill to:

- Collect, analyze and interpret data pertaining to planning and land use
- Identify, research and gather relevant information from a variety of sources
- Prepare and monitor the budgets
- Manage contractors and contract service budgets
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to planning, building and engineering programs and functions
- Prepare and present highly technical and complex written and oral reports to the Planning Commission, City Council, residents and City staff
- Coordinate multiple projects and complex tasks simultaneously

Ability to:

- Work effectively with elected officials, the community, stakeholders, City/Agency staff, resource agencies and contractors
- Administer and coordinate a variety of diverse work programs and supervise the activities of professional and administrative staff
- Communicate effectively orally and in writing with architects, contractors, developers, owners, employees and the general public
- Exercise independent judgment and initiative with minimal supervision

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- Establish, maintain and foster good working relationships with those supervised and contacted in the course of work
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Interpret and apply City and department policies, procedures, rules and regulations
- Evaluate operations and problems; recommend and direct the implementation of effective and efficient operating methods or procedures Make sound decisions in a manner consistent with essential job functions
- Motivate others to excel. Adapt effectively to change
- Anticipate and resolve problems; keep the Community Development Director apprised of issues, problems and their resolution
- Be politically astute and capable of making decisions and formulating recommendations in a political environment

EDUCATION AND EXPERIENCE

Sufficient education and experience to satisfactorily perform the duties of this classification are required. Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possess a Bachelor's Degree from an accredited college or university with major course work in Planning, Architecture or a closely related field. Master's Degree is desirable.

Experience:

Five (5) years of professional planning experience, including increasingly responsible experience performing varied and complex planning work, two years of which must include managing professional staff.

PHYSICAL DEMANDS

The ability to maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned work.

WORKING CONDITIONS

Working in a standard office environment is required in this position. The incumbent must travel to and from work sites and to meetings during assigned hours of work. Specific duties and responsibilities may result in evening or late hours of work.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possess a valid California class "C" Driver's License

Membership in the American Institute of Certified Planning (AICP) is highly desirable

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