

**City of San Rafael  
Job Class Specification**

## **Job Title: Planning Manager**

### **SUMMARY:**

The Planning Manager performs a variety of managerial and complex planning functions including the supervision of the Current and/or Long Range Planning sections of the Planning Division. Also provides direct supervision of subordinate members of the Planning Division.

### **DISTINGUISHING CHARACTERISTICS:**

This is a single incumbent position responsible for overseeing the City's current and long range planning projects. Reports to the Community Development Director and has supervisory/management responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive:

- Manages and directs the overall work activities of the Long Range and/or Current Planning Sections of the Planning Division.
- Reviews and evaluates the job performance of subordinate personnel, providing training as needed.
- Prepares division budget.
- Oversees the review and analysis of development proposals or planning studies, including participation in more complex and major projects.
- Interprets, implements, and enforces the General Plan, zoning codes, and other codes related to the maintenance of community standards.
- Develops and recommends changes on zoning regulations and the City's General Plan.
- Makes presentations before the Design Review Board, Planning Commission, City Council, Community Groups and other organizations.
- Works closely and effectively with other City departments and governmental jurisdictions to coordinate the division's programs and projects.
- Conducts research and analysis of land use and related issues. Prepares environmental review documents and directs the work of consultants in preparation of environmental documents. Prepares written reports.
- Supervises staff. Provides mentoring, training and development.
- Solicits, selects, contracts with and manages consulting contracts.
- Produces and/or coordinates public events, committee meetings, and community workshops.
- Assists the Director with preparation and monitoring of the Planning Division's budget.
- Assigns new project applications, monitors/manages and prioritizes workload, creates procedures and guidelines to improve permitting processes.
- Serves as lead advisor to the Planning Commission. Coordinates the agenda for Planning Commission meetings.
- Performs related duties as required.

### **KNOWLEDGE OF:**

- Principles, methods and practices of urban planning and zoning administration
- California Planning Law, Environmental Quality Act and Subdivision Map Act
- Principles and practices of effective organizations

- Principles of supervision
- Current and Long Range Planning.
- Technology as it pertains to Planning; Word, Excel, PowerPoint.

**ABILITY TO:**

- Plan, organize and coordinate section personnel, programs and projects
- Formulate and implement administrative procedures
- Collect, analyze, interpret and apply complex zoning and planning data
- Make effective decisions regarding planning and zoning
- Communicate effectively, orally and in writing
- Plan for and facilitate effective community meetings
- Work effectively with the public, community groups, boards and commissions, other City personnel and governmental jurisdictions
- Ability to attend evening meetings
- Ability to process and manage complex development applications or long-range planning studies
- Lead by example, promote professional growth and development of subordinate staff and peers
- Build consensus

**EDUCATION AND/OR EXPERIENCE:**

Any combination of education and experience that demonstrates possession of the requisite knowledges, skill and abilities. A typical way to obtain these would be: Masters in planning and five years of increasingly responsible municipal planning and management experience, preferably in current and long range planning.

**SPECIAL REQUIREMENTS:**

Possession of a valid driver's license.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee frequently is required to use hands to finger coordination, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to video display and regularly works indoors. The employee is occasionally exposed to outdoor weather conditions and occasionally works evenings or weekends. The noise level in the work environment is typically quiet.

FLSA Status: Exempt (Mid-Management)  
 Prepared By: Bob Brown, Leslie Loomis  
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