

**CITY OF EMERYVILLE/
MANAGEMENT OF EMERYVILLE SERVICES AUTHORITY (MESA)**

TITLE: PLANNING MANAGER
Created: June 2023

JOB CODE: 1508
FLSA Status: Exempt

DEFINITION

Under general direction, manages the planning functions of the Community Development Department. The incumbent develops, implements and evaluates goals, objectives, policies and procedures related to these functions including responsibility for project budgets and managing consultant contracts; trains and evaluates assigned staff; performs related work as required.

This position receives general direction from the Community Development Director, and provides direction and supervision to assigned clerical, technical and professional personnel in the Planning Division.

DISTINGUISHING CHARACTERISTICS

This is a management level classification with responsibility for the administration of complex projects. Methods of performing tasks are largely within the discretion of the incumbent who has considerable latitude in interpreting and applying policies, rules and regulations, and whose performance is measured mainly by results accomplished. This classification is distinguished from Community Development Director, which is responsible for oversight of the Community Development Department.

EXAMPLE OF DUTIES

The duties listed below are illustrative only.

Participates in the development and administration of the Community Development Department budget; prepares cost estimates on special projects.

Manages and oversees personnel administration within the Planning Division.

Supervises staff responsible for developing and implementing the City's current and long-range planning functions.

Assists the Director and Community Development management team in developing creative strategies for the orderly development of the community.

Attends City Council, Planning Commission and committee meetings as required; serves as Secretary of Planning Commission and as a key staff advisor on current and long-range planning issues.

Oversees and participates in research and compilation of comprehensive reports for the City Council, Planning Commission, City Manager and various boards, committees and task forces.

Acts as technical advisor to the City Council, Planning Commission and various boards and committees.

In conjunction with the Community Development Director, defines and develops City policy and objectives for current and long-range planning functions.

In conjunction with the Community Development Director and legal counsel, oversees the implementation of existing Planned Unit Developments and other planning entitlements.

Assists in development of long-range capital improvement planning.

QUALIFICATIONS

Any combination of education and experience as follows:

Education

Bachelor's degree from an accredited college or university in the field of city or regional planning, architecture, urban design or a closely related field. A master's degree is highly desirable.

and

Experience

Five (5) years of responsible professional planning experience, of which two years included supervisory or lead responsibilities. Progressively responsible related professional experience may be substituted for the master's degree on a year- for-year basis, with a maximum of two years substitution.

LICENSES AND CERTIFICATIONS

Possession of a valid California Driver License with a satisfactory driving record or ability to travel to various locations in a timely manner as required in the performance of duties. Certification by the American Institute of Certified Planners (AICP) is highly desirable.

KNOWLEDGE AND ABILITIES

Knowledge of federal, state and local laws associated with planning, zoning, subdivisions and environmental review; land use, physical design, demographic, environmental, social/economic and real estate concepts as applied to current and long-range planning; mathematical concepts, including statistical analysis and techniques related to the planning process; application, modification and interrelationships between ordinances, policies, standards, procedures and practices associated with the planning function; methods and practices of community organization and citizen participation; contemporary management and organization principles and practices; budgetary methods, procedures and techniques; financial management and resource allocation; principles and practices of effective employee supervision, including selection, training, work evaluation and discipline; effective techniques and methods to promote mentoring and teamwork; effective written and verbal communication principles including English usage, grammar, spelling, vocabulary and punctuation; techniques for providing a high level of customer service.

Ability to supervise, direct and coordinate multiple and diverse current and long-range planning functions; provide leadership and direction to staff; direct the preparation of designs and plans, field studies, inspection, contract documents and project analysis; make decisions when presented with information from a variety of disciplines; prepare and analyze complex reports of a general and technical nature; organize own work, set priorities and meet critical time deadlines; communicate clearly and concisely, both orally and in writing; use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines; establish and maintain positive and effective working relationships with those contacted in the course of work; negotiate and administer a variety of agreements and contracts; operate modern office equipment and computers to prepare reports, spreadsheets and databases using general purpose software as well as other specialized software applications and programs; make presentations to the City Council, Planning Commission, City Manager and community groups; develop and implement goals, objectives, policies, procedures, work standards and internal controls; work effectively with a variety of community groups; work effectively within the policies established by the City Council, City Manager and Community Development Director; perform related duties as required.

PHYSICAL QUALIFICATIONS

Eyesight sufficient to read data, memos, plans, working drawings, computer screens and vouchers; manual dexterity to operate a personal computer and other office equipment; ability to sit for extended periods; ability to lift and carry objects weighing up to 20 pounds, stand, walk, bend, reach above and below shoulders; and work occasional long hours, including evening and weekend hours. Must be able to attend evening meetings and make site visits as required.