

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

PLANNING MANAGER

DEFINITION

The Planning Manager is the senior position in the Planning Division of the Department of Economic and Community Development. Under the direction of the Director or Assistant Director of Economic and Community Development, the Planning Manager oversees current and long-range planning activities and supervises Senior, Associate and Assistant Planners and related support staff within the Department. The Planning Manager proposes land-use policies and procedures and is responsible for administering existing zoning and planning ordinances and procedures. The incumbent must exercise considerable judgment in technical planning matters and must be familiar with all aspects of State Planning, Redevelopment, Development and Environmental Law.

EXAMPLES OF DUTIES

Develops work methods and techniques to be followed by staff; conducts or directs detailed, technical studies within the area of assigned responsibility; develops short and long range planning policies and programs; writes reports and prepares data for staff, consultants, and appointed and elected officials; makes presentations to Planning Commission, City Council, and other public and private groups; acts as representative of the City and/or Redevelopment Agency to groups formed to study planning issues; responds to inquiries from the public; prepares the Planning Division budget and makes recommendations regarding planning fees; prepares division goals and objectives; organizes and maintains the daily activities of the Planning Division; schedules project review by specific Plan and Design Review Committees; prepares performance evaluations and performs other departmental duties as requested or assigned.

MINIMUM QUALIFICATIONS

Knowledge of: Principles and practices of city planning; statistical and research methods and the sources of information and data pertaining to City economic and social composition; graphic presentation techniques; the State of California Planning, Zoning and Development Law; Subdivision Map Act; and National Environmental Protection Act and California Environmental Quality Act. Knowledge of personal computers is highly desirable.

Ability to: Effectively supervise Planning Division staff; prepare effective written reports and recommendations on complex land-use issues; make verbal reports and graphic

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presentations at public meetings; conduct and direct research on planning and land-use matters and apply and interpret Federal, State, Regional and local land-use regulations and law; collect and analyze data on planning, zoning and redevelopment matters; respond appropriately to public inquiries; establish and maintain an effective working relationship with staff, City officials and State and Federal representatives; recommend policies on and implement sound comprehensive planning programs; coordinate project review within the City and with governmental agencies; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Education: Graduation with a Bachelors Degree from a college or university with a major in City Planning, Business, Economics, Public Administration or a related field.

Experience: Six years of progressively responsible experience in an urban planning position. Of the four years, one year in a supervisory capacity is highly desirable. A Masters Degree in City Planning or a related field may be substituted for up to one year of experience.

License: Possession of a valid Class C California Driver's License.

R: 04/2008