



CITY OF ALBANY PLANNING MANAGER

Under administrative direction, plans, organizes, manages, and oversees the planning activities of the City, including zoning, advanced planning, current planning, and code enforcement; supervises and evaluates the work of both City planning employees and outside contractors; formulates and recommends planning actions and zoning enforcement activities; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the Community Development Director, Planning & Zoning Commission, and City Council on complex matters; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Community Development Director. Exercises direct and indirect supervision over professional, paraprofessional, technical, and support staff.

Class Characteristics

The Planning Manager is responsible for the successful completion of planning activities of the City within the parameters of designated budget constraints, established timelines, allotted resources, and operational objectives. This class provides true leadership to successfully maximize operational and administrative effectiveness, resource efficiency, and positive community relations. Incumbents require a high level of initiative, sound judgment, excellent communication, and strong management skills.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for planning services and activities including zoning, advanced planning, current planning, and code enforcement functions and programs.
- Participates in developing, planning, organizing, coordinating, and implementing the goals, objectives, policies, procedures, and priorities related to all planning activities in the City, both current and long-range.
- Manages planning activities and programs; reviews and evaluates work methods and procedures; assesses and monitors workloads, schedules, and support systems; assigns projects and programmatic areas of responsibility; directs and implements changes, as necessary; performs a variety of planning tasks, including the more technical and complex tasks.
- Selects, trains, supervises, motivates, and evaluates assigned personnel; monitors work activities to ensure compliance with established policies and procedures; sets performance standards and evaluates performance; works with employees to correct deficiencies and implements corrective actions or discipline, as necessary; coordinates and manages contractors in providing contract services.
- Provides and coordinates staff training on planning activities, skills, techniques, and procedures.
- Participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and tracks expenditures; reviews invoices and approves them for payment; implements budgetary adjustments as appropriate and necessary.
- Acts as Zoning Administrator and performs all duties required by the Albany Municipal Code.
- Administers the General Plan, Zoning Ordinance, Subdivision Ordinance, and all other planning related ordinances and adopted policies.
- Administers the California Environmental Quality Act (CEQA).

- Supervises preparation of zoning and land use regulations, draft ordinance revisions, and General Plan elements or amendments.
- Organizes and conducts planning studies and projects; prepares complex reports; initiates programs, surveys, and the compilation and interpretation of planning studies.
- Drafts and interprets ordinances and regulations as they apply to planning applications.
- Reviews and processes planning and related applications, permit requests and appeals submitted to the Department; ensures matters are presented in a timely manner, a staff person is designated as project manager, and interdepartmental review is properly coordinated.
- Confers with builders, engineers, contractors, attorneys, architects, and the public concerning Department procedures, interpretation, application of City planning policies and ordinances, and conditions imposed on approved applications.
- Serves as technical advisor to other staff and the City Council on planning related matters.
- Responds to and resolves citizen inquiries and complaints.
- Supervises the preparation and maintenance of planning records, maps, charts, and related materials.
- Responds to inquiries and works with external legal counsel on active code enforcement cases.
- Performs economic development, including staffing the advisory body meetings and serving as a resource to local businesses.
- Serves as project manager for long-range planning efforts and manages outside consultants.
- Facilitates and assists on transportation planning matters, including project management of parking policies, curb management, and right of way infrastructure plans.
- Provides staff assistance to the Community Development Director, as necessary.
- Coordinates planning activities with other departments, outside agencies, and organizations; handles scheduling and resolve problems; coordinates and inspects work performed by contractors.
- Represents the Community Development Department to other departments, elected officials, and outside agencies; explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Attends meetings and makes presentations to the City Council, commissions, boards, committees, and other public agencies; prepares and presents staff reports and other necessary correspondence; serves as staff liaison to various local commissions and boards, as necessary.
- Acts as staff to the Planning & Zoning Commission; advises and assists the Commission and the City Council with respect to community planning issues and problems, pending cases, and the application of established City policies and ordinances.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of planning; incorporates new developments as appropriate into programs.
- Prepares a variety of letters and formal correspondence, reports, records, requests for proposals, contracts, and contract bids; prepares various grant applications for needed or desired projects, equipment, and materials; gathers and disseminates important information for department staff.
- Performs related duties as assigned.

Knowledge of:

- Planning principles, practices, and procedures of city planning, including California planning law, General Plans, zoning, subdivisions, conservation and open space, the California Environmental Quality Act (CEQA), and related state, regional, and local laws.
- Socioeconomic and environmental principles and their applications to urban development and conservation.
- Environmental consideration in the design, location, and construction of planning and community development, including public works projects.
- Sustainable planning practices and principles, including Green building codes and materials.
- Principles and practices of the California Building Code.
- Research methods and sources of information related to urban growth and development.

- Planning, zoning, and subdivision design.
- Recent trends, current literature, and sources of information in municipal planning administration.
- Principles of organization and administration of personnel management and supervision.
- Principles, practices, and policies pertaining to transportation.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- Deal with new concepts and trends regarding environmental and economic impact of urban planning.
- Implement the General Plan, Zoning Ordinance, and the California Environmental Quality Act (CEQA).
- Analyze, plan, coordinate, and direct the various technical aspects of city planning.
- Identify, coordinate, and resolve a wide variety of interests in the development of land use policy.
- Manage multiple priorities and conflicting assignments under significant time pressure.
- Schedule and program work, both on a short-term and long-term basis.
- Supervise, train, and evaluate staff; delegate authority and responsibility.
- Assist in the preparation and administration of a budget.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

A Bachelor's degree from an accredited college or university with major course work in city planning, regional planning, urban planning, or a related field; a Master's degree is preferred. Five years of applicable, increasingly responsible, public agency experience with a local government entity, preferably in California, including three years in a responsible supervisory capacity.

Licenses and Certifications

Valid California Driver's License.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

