

CITY OF COLTON PLANNING MANAGER

DEFINITION:

Under the direction of the Development Services Director, serves as a key member of the Colton team by performing the full array of duties assigned to classes in the Planning series including a variety of supervisory, administrative and technical work in the current and long-range planning programs of the city related to the development and implementation of land use and related municipal plans and policies.

DISTINGUISHING CHARACTERISTICS:

The **Planning Manager** is a managerial level classification responsible for assisting in the management of the Development Services Department, including development and implementation of the City General Plan and land use. This classification is distinguished from the other classifications in the Planner series by the responsibility for developing, implementing and accomplishing the City's planning goals and objectives, and for ensuring that these goals and objectives are provided to the community in an effective, cost-efficient manner. This position may assume full responsibility of the department in the absence of the Director.

SUPERVISION EXERCISED:

Exercises direct supervision over assigned professional, technical, and clerical staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Demonstrate a full understanding of applicable policies, procedures and work methods associated with assigned duties, including the Subdivision Map Act, the California Environmental Quality Act, Title 18 of the City of Colton Municipal Code (Zoning Ordinance), the General Plan and pertinent provisions of the Building Code, federal and state statutes and regulations
- Prepare and amend Zoning regulations, General Plan policies, and other City codes and policies that regulate land use, development, historic preservation and the environment.
- Assign work to Planning Division staff; monitor activities to ensure proper work practices, work quality and accuracy; ensure compliance with applicable policies, procedures, ordinances and laws.
- Gather, interpret, and prepare data for studies, reports and recommendations; coordinate department activities with other departments and agencies as needed to provide integrated services.
- Evaluate land use proposals for conformity to established plans and ordinances; evaluate proposals' development impact as they relate to the adopted plans of the City and make recommendations; ensure compliance with applicable City, State or Federal laws.
- Directly manage the most complex land use issues, as needed, including but not limited to, development agreements, annexations, regional plans and growth projections.
- Manage the Development Services customer service activities and resolve entitlement, land use policy and code interpretation questions and issues for customers, and among various City departments involved in the entitlement process.

- Provide advice regarding the land use entitlement process, City codes and policies to applicants, including landowners, developers and citizens.
- Develop and monitor Department standards and service levels. Coordinate activities and work programs with other City departments to ensure consistency of work plan measurements and adequacy of resources.
- Manage the preparation of environmental documentation, and ensure excellent quality control for all CEQA and NEPA documents. Ensure that appropriate mitigation measures are placed on development to reduce adverse impacts of development, commensurate with the level of impact.
- Prepare and/or direct the preparation of grant applications pertaining to Department functions and work programs.
- Give presentations to the City Council, supervisors, boards, commissions, civic groups and the general public as needed and assigned.
- Represent the Department while providing support to a variety of City commissions, boards and committees, including the Planning Commission, Historic Preservation Commission, CCHAB, Application Review Committee, various City Council sub-committees, and the Traffic Safety Committee.
- Assist in development of the Department's annual budget and work programs. Allocate staff and resources among work program priorities.
- Participate in the selection of personnel.
- Supervise, discipline, train and evaluate subordinates.
- Perform duties of the department Director as delegated in the absence of the Director.
- Perform other related duties as required.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. Occasional lifting up to twenty-five pounds such as files and reference materials. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and counter service. Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

QUALIFICATIONS:

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Planning Manager. A typical way of obtaining the required qualifications is to possess a minimum of five years of directly related experience in professional governmental planning. A bachelor's degree in urban or regional planning or a closely related field is required.

License/Certificate:

Possession of a valid Class "C" California Driver's License.
Possession of a Bachelor's degree.
AICP Certification is desirable.

KNOWLEDGE/ABILITIES/SKILLS:

Knowledge of:

Zoning laws and comprehensive plans including their formation, process of adoption, and enforcement.
Principles and practices of management, organization, budget practices, administrative procedures and fiscal management.
Personal computers, GIS applications and applicable software.
Principles and practices of municipal planning and community development.
Applicable Federal, State, and local laws, codes and regulations, including but not limited to the California Environmental Quality Act.
Methods and techniques for report preparation and writing.

Ability to:

Communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public.
Supervise and direct the operations and activities of the Planning Division, and all Development Services Department divisions upon delegation by the Director.
Plan, organize and direct the work of subordinate staff.
Courteously respond to organizational issues, concerns, and needs.
Analyze complex planning issues and develop solutions.
Prepare clear and concise reports.
Apply applicable laws, codes and regulations, including Building Codes to the extent they affect long- and short-range planning processes.
Work independently.
Establish and maintain effective working relationships.

Approved By Council: May 6, 2014

