

**CITY OF RIO VISTA**  
**PLANNING MANAGER**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under administrative direction, plans, manages, oversees, evaluates and participates in a variety of highly complex professional work in current and long range planning, environmental planning; including research and analysis, report writing, plan review, permit coordination, information dissemination; management of consultant contracts and work programs as assigned; coordinates activities with other City officials, departments, outside agencies and organizations; provides responsible and complex staff support to the City Council, City Manager, and various City commissions and committees; performs other related duties as assigned. Assignments often involve a level of complexity and potential sensitivity beyond that which would be assigned to the Associate Planner and Development Specialist positions.

**DISTINGUISHING CHARACTERISTICS:**

The **Planning Manager** is the mid-management level class with supervisory responsibility over professional and technical staff. Incumbents are expected to exercise independent responsibility for various types of professional planning, and to perform the full range of assigned duties. This classification is distinguished from the next lower classification of Associate Planner and Development Specialist by the supervisory responsibility for those positions and the performance of overall department management responsibilities. The Planning Manager may be assigned management responsibility for Department functions on behalf of the Community Development Director during his/her absence.

**SUPERVISION RECEIVED/EXERCISED:**

Receives administrative direction from the Community Development Director. Exercises direct and indirect supervision, which may involve training and providing lead direction to professional, technical and clerical staff.

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

- Manages and oversees a variety of planning and housing projects. Interacts with consultants, developers, contractors, other governmental agencies, city staff, land owners and the general public relative to the coordination of projects and the resolution of problems.
- Compiles, verifies, organizes and analyzes information pertinent to Community Development Department such as demographic, environmental, land use, building and transportation data.
- Directs and participates in the preparation of a variety of reports, recommendations, charts, maps and correspondence related to Department projects and operations.
- Provides substantial input into the development and implementation of Department goals, objectives,

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policies and the Department budget.

- Makes effective presentations before the Planning Commission, City Council and other boards, committees and organizations as assigned.
- Develops and implements specific public and private development concepts in support of established goals and programs
- Directs and participates in the review of development proposals, building plans and projects for conformity with City policies, programs and regulations.
- Manages and coordinates the entitlement process for public and private development projects; assists relocating businesses by streamlining the process and establishing and maintaining positive relationships.
- Directs and participates in the provision of information and assistance to individuals and organizations regarding development opportunities, planning and zoning policies, business and housing assistance programs and City standards.
- Provides lead supervision to professional and technical planning personnel.
- Represents the Department and/or City at a variety of public meetings.
- Directs and participates in the preparation of special studies, including market and financial feasibility analyses of commercial, industrial and residential projects.
- Manages contracts and programs and supervises consultants.
- Administers federal and state grant programs.

### **WORKING CONDITIONS:**

Work is conducted primarily in an office setting, but includes visits to proposed and existing project sites, businesses and residences. Conditions routinely include attendance at meetings which are conducted in the evening; as well as occasional weekend or irregular hours. Pressures may be generated by deadlines, volume of work, interruptions, or seasonal work periods.

#### Physical demands:

Emphasizes speech, hearing, and vision. Requires clear (understandable) speech, near and far vision in reading correspondence and using the computer, and acute hearing is required when providing phone and face to face service. Work may include prolonged sitting and standing, walking, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, manual dexterity and fine coordination in preparing statistical reports and data, using a computer keyboard. Lifting, stopping, pulling and pushing files, paper, documents and objects weighing up to 25 pounds is required.

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**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

### **Experience And Education:**

Any combination equivalent to experience and education that has provided the relevant knowledge, skills and abilities necessary for a **Planning Manager**. A typical way to obtain the required qualifications is to possess the equivalent of five years of directly related professional experience in planning, redevelopment and/or affordable housing experience, preferably in a local government agency, and a Bachelor's degree from an accredited college or university in urban planning, architecture, public administration, or a related field. A Master's degree may substitute for one year experience.

### **License/Certificate:**

Possession of, or the ability to obtain a valid Class C California Drivers License required.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KSA's necessary to perform essential duties of the position)*

### **Knowledge of:**

Theory, principles and practices related to governmental planning, zoning and/or public administration; principles and practices of economic development, and redevelopment; Federal, State, and local laws and current literature concerning planning, zoning and redevelopment; public and private financing; personal computer software applications; urban design, architecture and/or landscape architecture principles and practices.

### **Ability to:**

Supervise less experienced staff; act as team leader in projects crossing disciplines, departmental and agency lines; manage programs and projects; compile, interpret and analyze complex technical and statistical information; prepare accurate reports, charts, maps and graphic materials; interpret and explain programs, policies and regulations to the general public; review development proposals and comment on design quality and related issues; communicate effectively orally and in writing; exercise independent judgment and initiative; interact effectively with private businesses and organizations such as the Chamber of Commerce, downtown merchants and property owners; establish and maintain effective relationships with the general public, colleagues and others in the course of work.

### **Skills To:**

Operate an office computer and a variety of word processing, spreadsheet, presentation and other software applications.