

CITY OF MILPITAS
Effective: January 16, 2001
Revised: 8/2005
EEOC: Professional
FLSA: Exempt
Unit: Management
Physical: 6

PLANNING MANAGER

DEFINITION

Under direct supervision of the Planning & Neighborhood Services Director, to supervise functions, staff, and programs; to manage and perform professional planning work of considerable complexity in the fields of current and advanced planning and housing; supervise and train staff.

SUPERVISION EXERCISED

Exercise direct supervision over professional, technical, and clerical staff.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

Assume management responsibility for services and activities of the Planning Division.

Develop and implement division goals, objectives, policies, and priorities.

Plan, direct, coordinate, and review the work plan for the Division.

Prepare and monitor the annual budget and expenditures.

Provide reports and updates to the Director as required.

Plan, organize, direct, supervise, train, and evaluate the work of the Division staff.

Obtain, analyze, and evaluate data as a basis for formal and objective performance division functions.

Analyze and coordinate the preparation of reports and recommendations on zoning matters, housing ordinance interpretations, and modifications, variances, and environmental review activities.

Review and direct the preparation of special planning, zoning, and environmental studies.

Administer consultant contracts.

Make presentations at City Council, Planning Commission, and public meetings as required; represent the City on a variety of committees internal and external; coordinate planning and housing activities with other City departments and outside agencies.

Assist in the preparation and administration of the division budget.

Perform specialized and complex aspects of professional planning.

Administer processes related to the General Plan, zoning, housing, subdivision, and sign ordinances.

Oversee the maintenance of detailed socio-economic data and relevant statistics; coordinate and participate in the computerization of planning statistics and records.

Keep abreast of laws, principles and techniques of planning, zoning, and environmental factors to maintain current knowledge in performance of job while employed at the City.

Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of comprehensive urban planning.
- Recent developments, current literature, and informational sources in the field of housing, planning, and zoning.
- Research methods and techniques.
- Applicable federal, state, and local laws, rules, and regulations relating to planning and housing.
- Principles of organization, administration, and budget management.
- Principles and practices of management, supervision, training, and performance evaluation.

Ability to:

- Plan the work of professional and technical staff in compilation of technical and statistical data, research, and the preparation of plans and technical papers.
- Interpret and explain applicable codes and ordinances.
- Prepare, analyze, and make recommendations regarding plans and applications received from developers, contractors, and the general public.
- Study, analyze, and compile technical, statistical, and economic information pertaining to planning, housing, and zoning research.
- Provide professional leadership and direction.
- Apply budgeting principles.
- Manage, direct, and coordinate the work of professional, technical, and clerical personnel.
- Select, supervise, train, and evaluate staff.
- Recommend and implement goals and objectives for efficiencies.

- Prepare clear and concise reports.
- Research, analyze, and evaluate service delivery methods and techniques.
- Interpret and apply policies, procedures, laws, and regulations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Prepare and present clear and well-organized written and oral reports to City Council, City Administration, and others as required.
- Analyze, interpret, explain, and apply laws regulating planning, zoning, and the environment.
- Analyze complex problems, evaluate alternatives, and make sound, well-structured recommendations.
- Exercise sound, independent judgment within general policy guidelines.
- Effectively use automated information systems, including use of a personal computer and software applications.

EXPERIENCE AND EDUCATION

Experience:

Five (5) years of professional experience in the field of urban environmental planning or housing, including one (1) year of supervisory or project lead experience.

Education:

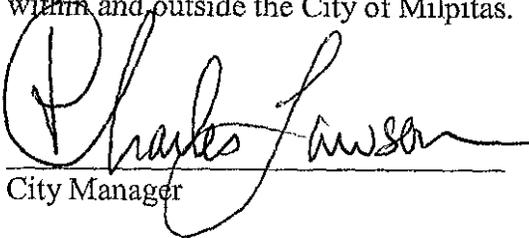
A Bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, housing, or a closely related field or the equivalent.

A Masters degree in urban planning or business administration or other related field may be substituted for one year of experience.

License or Certificate

Possess and maintain a valid California Driver's License and a satisfactory driving record throughout employment.

Special Requirements: *Essential duties require the following physical abilities and work environment:* Ability to work in a standard office environment; able to travel to various locations within and outside the City of Milpitas.



 City Manager

8/24/05

 Date



 Human Resources Director