



PLANNING MANAGER

City of Milpitas

Effective: 1/16/2001

Revised: 8/2005

3/2014

10/2016

EEOC: Professional

FLSA: Exempt

Unit: Management

Physical: 6

DEFINITION

Under direct supervision of the Planning & Neighborhood Services Director, the Planning Manager will supervise functions, staff, and programs; manage and perform professional planning work of considerable complexity in the fields of current and advanced planning and housing; 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 Division 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.
- Analyze and coordinate the preparation of reports and recommendations on planning and zoning matters, zoning ordinance interpretations, modifications, variances, and environmental review.
- Review and direct the preparation of special planning, zoning, and CEQA/environmental studies.
- Prepare Requests for Qualifications (RFQ) and administer consultant contracts.
- Make presentations at City Council, Planning Commission, other commissions and public meetings as required; represent the City on a variety of committees both internal and external; coordinate planning and housing activities with other City departments and outside agencies.
- Perform specialized and complex aspects of professional planning.
- Administer processes related to the General Plan, specific plans, zoning, design guidelines, housing, subdivision, and sign ordinances.
- Oversee the maintenance of detailed socio-economic data and relevant statistics; coordinate and participate in the development of technology based planning statistics, records, and entitlement and permit tracking tools.

- Keep abreast of laws, principles and techniques of planning, zoning, and environmental factors to maintain current knowledge as applied to the City's growth and development.
- Provide staff support to the Planning Commission and other applicable commissions/committees along with and in the Director's absence.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of comprehensive urban planning, including general plan, specific plan, and zoning administration.
- Recent developments, current literature, and informational sources in the field of housing, planning, and zoning, including transit oriented development, mixed-use infill development, and planned district zoning, urban and landscape design, and C.3 stormwater regulations.
- Research methods and techniques.
- Applicable federal, state, and local laws, rules, and regulations relating to planning, housing, and the environment.
- 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.
- Incorporate fiscal and environmental sustainability objectives into the planning process.
- 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 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, public administration, housing, or a closely related field or the equivalent.
- A Master's degree in urban planning or public administration or other related field may be substituted for one year of experience.

LICENSE AND CERTIFICATES

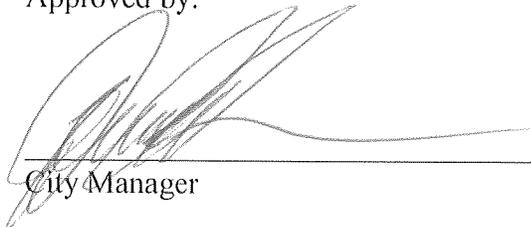
- Possess and maintain a valid California Driver's License and a satisfactory driving record throughout employment.
- Certification through the American Institute of Certified Planners (AICP) is highly desirable.

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.

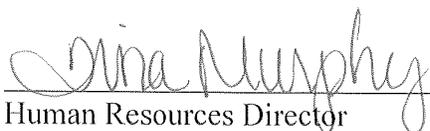
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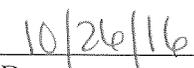
 City Manager



 Date



 Human Resources Director



 Date