

## CLASSIFICATION SPECIFICATION



**CLASSIFICATION:** Planning Manager  
**ALLOCATION:** Community Development Services Agency  
**FLSA STATUS:** Exempt  
**UNION AFFILIATION:** Non-Represented

**ESTABLISHED:** July 2018

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### **JOB SUMMARY:**

Under administrative direction from the Community Development and Services Agency Director, plan, manage, organize, and supervise the day-to-day activities of the Planning Department within the Community Development Services Agency (CDSA); establish policies and procedures related to Planning Department functions including coordinating the County's Comprehensive Land Use Planning Program; provide professional planning, zoning, environmental review and land development expertise to County management, the Board of Supervisors, Planning Commission, other governmental agencies and advisory committees; review and provide recommendations from planning studies; establish policies and procedures related to the County's planning functions; perform full range of professional planning duties; provide professional expertise to the CDSA Director, County Administrator, Board of Supervisors, other departments and external agencies; and performs related work as assigned.

This is the advanced management level in the planning series.

### **CLASS CHARACTERISTICS:**

This position reports directly to the Community Development Services Agency Director and is characterized by a substantial amount of management and administrative duties in support of department functions. Assignments are presented in terms of board practice, precedents, policies and goals. This class is distinguished from the CDSA Director in that the latter has overall management responsibility for the departmental activities and functions and establishes the agency's vision, goals, policies, practices and procedures.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Manage day-to-day operations of the Planning Department; plan, administer, review and evaluate department effectiveness and modify accordingly.
- Establish and implement goals, objectives, policies, procedures and work standards related to development, zoning and land use processes; implement policy and procedural changes as required.
- Monitor development in the field of land use planning and the California Environmental Quality Act including changes in the law and regulations; evaluate their effect upon County operations; solicit input from County departments and/or external agencies; and recommend and implement policy and procedures improvements.
- Supervise, assign, plan, review and evaluate the work of assigned staff; implement policies, procedures and work standards in support of County and departmental initiatives; evaluate staff's job performance, provide direction and coaching, through regular feedback sessions; create individual development plans with employees; discuss job performance problems to identify causes and issues, and to work on resolving problems; recommend discipline and implement discipline procedures as needed/directed.
- Participate in complex fiscal accounting activities for assigned budgets; review, monitor and analyze the activity of assigned revenue and expense accounts; make recommendations regarding budget and program issues and implement appropriate cost recovery or expense reduction policies to maintain balanced budget.
- Interpret and apply a variety of laws, ordinances, and regulations; plan, organize and carry out investigations for the enforcement of land use and zoning laws and regulations.
- Receive and resolve public complaints; ensure that policies and procedures are administered equitably; ensure projects are processed as expeditiously and effectively as possible.
- Prepare reports and ordinances for consideration by the Board of Supervisors to maintain county ordinances at a high level of effectiveness.
- Confer with and represent the County in meetings with community agencies, local, state and federal agencies, other County departments and professional organizations; advises and provides assistance to the Board of Supervisors, CDSA Director, County Administrator, legal counsel and other County personnel regarding issues related to land use planning and the California Environmental Quality Act.

- Maintain records of the Planning Department activities, including the status of permits, projects and cost recovery activities.
- Direct the preparation of and/or personally prepare a variety of reports for presentation to the CDSA Director, County Administrator, Board of Supervisors, and other agencies; represent the County in meetings with individuals and groups.
- Prepare and review RFPs (Request for Proposal) and RFQs (Request for Qualifications) for services to be retained by the Planning Department; manage consultant contracts; oversee and facilitate the work of consultants engaged in various planning and environmental activities.
- Review and coordinate land use proposals and/or applications submitted by developers and the public; review applications for compliance with applicable laws and ordinances, including variances, zoning changes, and subdivision plans involving politically sensitive, difficult or complex planning problems and make recommendations as appropriate.

**Important:**

- Serve as CDSA Director on a relief or as-needed basis in matters related to planning.
- Act as department representative in emergency or disaster response activities.
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Principles, techniques, and practices of effective program management and administration.
- Principles, practices and procedures related to land use activities.
- Applicable federal, state and county laws, statues, regulations and ordinances including state and county zoning, land use, health, safety and general public welfare.
- County and department policies and procedures.
- Principles and practices of government budget development and administration, financial forecasting and analysis.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of California Environmental Quality Act compliance.
- Principles, practices and procedures related to governmental planning, development and implementation of a comprehensive planning and zoning code compliance program.
- Principles, practices and programs related to community and urban development.
- Principles, practices and procedures related to environmental protection as applied to areas of varying size, terrain, population density and land use.
- Trends and statistics affecting community planning.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Geographic features and locations within Yuba County.

**Skill in:**

- Project management.
- Planning, administrating and coordinating the operations of the Planning Department.
- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Overseeing and performing complex problem definition and resolution activities.
- Preparing and effectively making presentations before the Board of Supervisors.
- Directing the collection, analysis and interpretation of data pertaining to planning and zoning activities in complex rural and urban areas.
- Preparing comprehensive planning reports.
- Providing for the training and professional development of staff.
- Establishing and maintaining effective interpersonal relations with the general public and personnel at all organizational levels.
- Communicating effectively both orally and in writing.

**Ability to:**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Make effective public presentations.
- Gather, organize, analyze and present a variety of data and information.
- Prepare clear, concise and accurate records and reports.
- Impartially enforce regulations with firmness and tact.
- Explain complex rules and programs so others can easily understand them.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Make rational judgments and decisions in a timely manner particularly in situations involving potential risks.
- Work within a team framework, both as a leader and a member.
- Instill individual accountability and responsibility by immediately responding to behavior.
- Accept criticism and deal calmly and effectively with high stress situations.
- Maintain composure, keep emotions in check, control anger and avoid aggressive behavior, even in very difficult situations.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to drive a motor vehicle to attend meetings or visit various work sites.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Generally, a typical office environment.
- May be required to travel to various worksites or locations within the County.
- Occasionally may be required to travel for meetings or conferences outside normal business hours.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Bachelor's Degree from an accredited college or university with major coursework in Planning, Environmental Studies, Ecology, Geography, Land Use Economics or a closely related field and five years of professional experience in city, county or regional planning with at least one year equivalent to the County's class of Principal Planner.

**PREFERRED:** In addition to the minimum, a Master's Degree in Planning, possession of an American Institute of Certified Planners (AICP) Certification and additional years of city or county professional planning experience.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Dept Approval:  
Date:

EEOC: A  
WC: 9410

Human Resources Approval: Analyst  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_