



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

PLANNING MANAGER

DEFINITION

Under general direction of the Community Development Director performs a variety of management and complex planning functions which include the supervision of the Planning Division staff; management of complex land use and land use related tasks; presentation before various City and community groups; and performs related tasks as required and serves as a member of the City's Management Team.

EXAMPLE OF DUTIES

- Plans, organizes, and directs the overall work activities of the Planning Division.
- Reviews and evaluates the job performance of the subordinate personnel, providing training as needed.
- Oversees a review and analysis of development proposals, including participation in the more complex and major projects; interprets and enforces zoning codes and other codes related to community standards.
- Conducts presentations on planning recommendations before the Planning commission, City Council, community groups and organizations; works with other City departments in governmental jurisdictions in coordinating the division's programs and projects.
- Conducts research and analysis of land use and related issues; prepares environmental review documents.
- Prepares written reports; may serve as secretary to the Planning Commission, the zoning administrator and act as Development Director in the absence of the Director.

TRAINING AND EXPERIENCE

Completion of four year college or university with major course work in urban planning or a closely related field, supplemented by progressively responsible planning experience, preferably in a municipal setting or an equivalent combination of training and experience. Masters degree desirable, but experience may be substituted.

Knowledge, Ability and Skills

Thorough working knowledge of principles, methods and practices of urban planning and zoning administration, particularly as they relate to California Planning Law, the California Environmental Quality Act, and the Subdivision Map Act; general principles and practices of effective organization, administration and personnel management.

PLANNING MANAGER

Knowledge, Ability and Skills (continued)

Has ability to plan, organize and coordinate division personnel, programs and projects; formulate and implement administrative procedures, collect, analyze, interpret and apply a variety of data and information involving complex zoning and City planning projects and make effective decisions regarding such issues; prepare clear concise written reports, make oral presentations; establish and maintain effective and cooperative working relationships with the public, community groups, boards and commissions, other City personnel and governmental jurisdictions.

Classification

The position is designated as Management and is confidential exempt.

License

Possession of a valid California Driver's license and have a satisfactory driving record.