

**CITY OF MILLBRAE
CLASSIFICATION SPECIFICATION**

**PLANNING MANAGER
JUNE 2019**

DEFINITION

Under direct supervision of the Community Development 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.

DISTINGUISHING CHARACTERISTICS

The Planning Manager is responsible for overseeing the activities and functions of assigned division(s) as well as assisting the Community development Director with the overall management of the Community Development Department, including serving as the Acting Community Development Director when necessary.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from the Community Development Director. Supervises and manages professional, paraprofessional, technical, and clerical staff in the Planning Division and Community Development Department.

DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all the duties and responsibilities of the position.

- 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.

JOB RELATED 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 urban planning, housing, and zoning, including transit oriented development, mixed-use infill development, 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 TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities.

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.

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.

Licenses: Possession of a California Class C driver's license and satisfactory driving record is required. Certification through the American Institute of Certified Planners (AICP) is highly desirable.

SPECIAL REQUIREMENT

While performing the duties of this job, the employee is regularly required to sit, talk, and hear, both in person and by telephone; use hands to finger, handle, feel, or operate standard office equipment; and reach with hands and arms. The employee is required to stand, walk, and perform duties in rough terrain and around construction excavations during site inspections. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.