



## Planning Manager

Department/Division:	Community Development/Planning
Reports To:	Director of Community Development
Provides Direction To:	Senior Planners, Associate Planners, Assistant Planners and technical and support staff
Bargaining Unit	Manhattan Beach Mid-Management Employees Association (MBMEA)
Exemption Status:	Exempt
Civil Service Status:	Non-Classified
Date Prepared:	August 14, 2014
Date Revised:	February 10, 2020

### GENERAL PURPOSE

Under administrative direction, plans, organizes, and manages the Planning Division of the Community Development Department as related to planning, zoning, and environmental assessments, and related Codes, policies and regulations; manages staff, projects, operations, and budgeting; and performs other related work as assigned.

### DISTINGUISHING CHARACTERISTICS

The Planning Manager is distinguished from the Senior Planner in that it has larger responsibility for managing planning for all development projects, its greater breadth and depth of knowledge, and budgeting and supervisory accountabilities. The Planning Manager is differentiated from the Director of Community Development as the Director has broader overall responsibility for all departmental functions, including building and safety, plan check, permit review, code enforcement, traffic and parking management, and environmental and sustainability initiatives, as well as planning services.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

1. Establishes and monitors goals and the operations of the Planning Division; determines, manages, and evaluates division budget expenditures and service levels.
2. Selects, trains, plans, assigns, organizes, supervises, and evaluates the work of planning personnel; reviews and comments upon agendas, reports, resolutions, ordinances, and other presentations.

## **ESSENTIAL FUNCTIONS (continued)**

3. Reviews, assigns, and schedules plan checks and planning projects; develops policies and procedures; assists with the resolution of sensitive customer issues.
4. Manages the Division workflow process and records in accordance with the City and Department goals for technology advancement, records digitization and electronic organization. This includes ensuring that staff uses permitting system(s) actively, and monitors reports to ensure progress.
5. Manages large and complex projects such as environmental reviews, including environmental impact reports and mitigated/negative declarations, code amendments, General Plan Amendments, and Local Coastal Program amendments, and other City projects; completes site reviews.
6. Evaluates, administers, and recommends changes to the City General Plan, specific plans, and zoning codes.
7. Attends and participates in Planning Commission meetings, City Council meetings, and other task force and committee meetings; presents development reports and summarizes project activities and presents related recommendations.
8. Meets with intergovernmental agencies related to regional planning matters, including matters relating to regional transportation, housing, land use, coastal program, and environmental quality.
9. Reviews land use and development applications and make final recommendations for approval; develops and evaluates land use policies and programs as established by the City Council, City Manager, and Planning Commission.
10. Monitors consultant contracts for planning and environmental services.
11. Meets with developers, contractors, builders, architects, and business and property owners to establish, finalize, and implement land use and development projects and business operations.
12. Represents the Department at citizen advisory group meetings involving planning and development projects.
13. Attends various professional meetings and conferences and reports on planning trends and developments affecting the City.
14. Work cooperatively with Community Development staff, other City Department and staff to develop ideas and solutions to further City Goals.
15. May serve as Acting Director of Community Development in the director's absence.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

General Plan, Specific Plans, Subdivision Map Act, California Coastal Act and Environmental Quality Act, Municipal Code, Zoning Code,; principles, practices and concepts of urban planning, zoning and environmental planning; broad knowledge of State, Federal and local laws, regulations, policies and practices governing land use, planning, community development and environmental management; environmental requirements, historic preservation and architectural design standards; principles of organization and project management; principles of supervision and evaluation; customer service practices.

### **Ability to:**

Select, train, plan, assign, organize, supervise, evaluate and recommend staffing for the Planning Division; develop and manage the division budget; research, evaluate and determine solutions to major planning and development issues; read, interpret and inspect plans and specifications for conformance with the General Plan, Zoning Code, California Environmental Quality Act, Municipal Code, and related planning and architectural design local Coastal Program standards; communicate effectively, both orally and in writing; operate modern office equipment and computer hardware; use word processing, spreadsheet, graphics, and geo-based mapping software; review, evaluate and prepare division staff reports, including technical findings and policy recommendations; make presentations to City Council, Planning Commission, and advisory committees; establish and maintain effective working relationships with staff, management, architects, contractors, developers, public and private representatives, and the general public.

### **Education/Training/Experience:**

Bachelor's Degree from an accredited four-year college or university in Urban Planning, Architecture, or a closely related field is required. Seven (7) years of responsible professional urban planning and environmental planning experience is required, preferably including two (2) or more years of project management and supervisory work. Masters' Degree in Planning can be substituted for one (1) year of professional planning experience; Masters' in Public or Business Administration can substitute for one (1) year of supervisory work. The American Institute of Certified Planners (AICP) accreditation is preferred.

### **Licenses, Certificates; Special Requirements:**

Ability to attain a valid Class C California driver's license and have an acceptable driving record.

Ability to work extended hours and attend City functions and evening meetings.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. The employee must be able to use hands to finger, handle, feel or operate computer hardware and standard office equipment; and reach above and below shoulder level with hands and arms. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to see, talk, and hear.

### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently; meet project deadlines given interruptions; and interact appropriately with staff, management, developers, contractors, architects, the general public, and others in the course of work.

## **WORK ENVIRONMENT**

The employee works in an office environment with controlled temperature settings.

The employee occasionally works in a field environment and is required to drive in traffic to various project and meeting sites and may encounter dust, debris, construction noise.