



## JOB DESCRIPTION

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**JOB TITLE:** Planning Manager

**JOB CODE:** 2995

**DEPARTMENT:** Community Development - Planning

**FLSA STATUS:** Exempt

**REPORTS TO:** Director of Community Development

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### **SUMMARY OF JOB PURPOSE**

Under general direction of the Community Development Director, supervises, reviews, and participates in complex planning matters involving current and long-range planning matters; serves as liaison to the Towns, GIDs and/or other agencies regarding the development review process; ensures policies and goals in the adopted Master Plan, zoning ordinance, and other standards set by the Planning Commission are being followed, and provides direct supervision over the professional planning staff and activities of the Planning Division.

### **ESSENTIAL FUNCTIONS**

1. Provides technical and professional planning services to achieve consistent and controlled growth in the County; assures project plans are in conformance to County goals, and in compliance with local, state and Federal codes and regulations.
2. Reviews and evaluates project designs, plans, technical documents and special use permits for compliance with County standards and regulatory requirements; reviews land development proposals and planning and zoning changes; meets with and advises developers regarding development applications and processes; explains purposes, regulations and procedures of accepted development practices; suggests alternatives for an improved design.
3. Initiates, formulates, and recommends planning and development related ordinances, programs, policies, and plans relative to current and long range plans including County Master Plan updates, Open Space Plans, and special studies on housing, population, transportation, and water; monitors and reviews trends in County and regional planning issues; researches and interprets laws, regulations, and general information.
4. Answers inquiries and assists the public and other agencies in matters relating to planning, zoning and permit review, and other County standards and regulations; provides information within scope of authority; represents and speaks for the County at meetings and on various regional boards, groups and programs, such as the Tahoe Regional Planning Agency (TRPA); provides advice to the Board of Commissioners, the County Manager, County Planning Commission, and other County departments. Incumbent may sit as the County representative on the TRPA Advisory Planning Commission.
5. Oversees the development review process, coordinating with team members from other divisions and departments; reviews and processes a variety of applications, permits and plans; reviews development plans with developers, builders, utility companies, and other County departments; provides reports and findings to the Community Development Director; oversees the Administrative Hearing Process; provides reports on planning, zoning and development matters for presentation to the County Planning Commission and County Board of Commissioners.
6. Develops and administers the budget for planning related activities and assists the planning of projects related to economic development. Works with the County Manager and Community

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Development Director in implementation of the County's Redevelopment Plan and various community plans.

6. Manages special projects as assigned; conducts research and analysis on permits, plans, rules and regulations; oversees the Community Development Block Grant (CDBG) and affordable housing programs.
7. Effectively supervises assigned personnel by evaluating and analyzing department issues and recommends and implements solutions; prioritizes and assigns tasks and projects, reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities; participates in the interview process and training of new employees; develops staff skills; listens and responds to employee problems, concerns, and complaints and suggests solutions which may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.
8. Coordinates with various regional government organizations, community groups, and state and Federal agencies; attends public meetings and coordinates discussions on regional planning and zoning issues.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

Bachelor's Degree in Planning, Engineering, Earth Sciences or other closely related field, and six (6) year's municipal, urban or regional planning experience, and at least two (2) years of supervisory experience; or an equivalent combination of education and experience that could provide the required knowledge, skills, and abilities.

#### LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### OTHER KNOWLEDGE, SKILLS, & ABILITIES

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Knowledge of current principles and practices of urban planning; research methods, sources of information related to urban growth and development; principles of graphic presentation; content and types of laws, codes and policies governing urban planning, land use and community development, economics, engineering and municipal finance as applied to urban planning process; federal grant administration; knowledge of effective management and supervision.

Ability to collect and analyze data pertinent to planning and make appropriate recommendations; prepare clear and concise reports; assign and evaluate the work of subordinate personnel engaged in various planning and community development tasks; work in a team environment with other departments and county employees on planning/economic development-related issues and ability to empower team members and the community to provide constructive problem solving; use initiative and independent judgment within established procedural guidelines; prioritize multiple tasks and projects; research and analyze the factors affecting community planning projects; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License with an acceptable driving record. American Institute of Certified Planners (AICP) is required.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORKING ENVIRONMENT**

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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