



respect - Communication - Integrity - Teamwork - family

PLANNING MANAGER

DEPARTMENT/DIVISION: Community Development/Planning

GRADE: M-3

GROUP: Non-Represented

FLSA STATUS: Exempt

EFFECTIVE DATE: July 1, 2011

SUMMARY

Performs administrative and supervisory work of considerable difficulty directing, managing and reviewing the activities of the Planning Division; performs other work as required. This is a Mid-Management position, which works under administrative direction. Positions at this level manage a division within a department and/or serve as the assistant to the head of a major department. The employee applies general goal and policy statements to resolve organizational and service delivery problems. The employee has latitude in administering a complex and/or sensitive area of responsibility. Responsibilities include preparing and monitoring budgets, establishing goals, administering personnel policies, and formulating functional policies and procedures. The recommendations and decisions made affect the administration and management of major programs and/or services and attainment of goals.

EXAMPLE OF DUTIES

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

Supervises planning division staff, coaches, mentors, evaluates, trains and conducts disciplinary actions as appropriate.

Participates in the accomplishment of organizational, departmental and workgroup goals and objectives.

Exhibits a service orientation toward customers and maintains productive working relationships.

Provides information and technical assistance regarding planning/zoning issues, development, codes/ordinances, design guidelines, development standards, permitted uses, compliances issues, project reviews, procedures, documentation or other issues.

Responds to questions/complaints, researches problems, initiates problem resolution, and provides internal/external customers with accurate and timely information.

Utilizes consensus-building skills to formulate unique solutions.

Responds to technical questions from Board members, Commissioners, developers, the public, or others.

Conducts meetings with developers, professionals, residents and other agencies.

Assists in ensuring departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures.

Assists in developing and implementing long and short-term plans, goals, and objectives for the department.

Recommends and reviews planning/zoning issues as they relate to the Comprehensive Plan and yearly updates.

Works with Director to ensure achievement of priorities and long-range goals.

Acts as liaison to Downtown Urban Renewal Advisory and Parking District Committees and works with them to ensure achievement of goals and projects.

Assists in evaluating efficiency and effectiveness of division operations, programs, procedures, and use of resources, recommends and/or implements improvements as needed.

Consults with Director or other officials to review operations/actions, review/resolve problems, receive advice/direction, and provide recommendations.

Interprets and applies applicable state, and local codes, ordinances, regulations, standards, specifications, policies and procedures pertaining to planning, zoning, land development, and land use; researches code-related issues as needed; initiates any actions necessary to address deviations or violations.

Manages proposed development projects; coordinates and assists with activities involving application review, research, staff reports, team meetings, public hearings, and preparation of staff report/recommendations; oversees pre-application process and meets with applicants, staff and other departments; researches new concepts and information for creative solutions.

Performs other related duties as required.

SUPERVISORY RESPONSIBILITIES

Supervises employees in the clerical and technical staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include involvement in interviewing, hiring, and training employees; planning assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; is responsible for the overall direction, coordination and evaluation of division.

QUALIFICATION REQUIREMENTS

Education:

Bachelor's degree from 4-year college in Urban/Regional Planning, Architecture, Public Administration, or closely related field.

Experience:

Five (5) years previous experience and/or training that includes urban planning, zoning, architecture, land development plan review, land use law, code interpretation, site design, computerized mapping, research/analysis, public interaction, and personal computer operations, to include two (2) years of supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Desired:

Master's degree in Planning

LICENSE/CERTIFICATIONS

Must possess a valid Oregon Driver's License.
American Institute of Certified Planners within one year of hiring.

PRE-EMPLOYMENT

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

KNOWLEDGE, SKILLS, AND ABILITIES

The knowledge, skills, and abilities listed below are required to allow the employee to perform the duties listed above.

Knowledge of:

Comprehensive, current knowledge of applicable codes, regulations and standards.

Awareness of new technologies, philosophies, trends and advances in the profession.

Principles, practices, and techniques of community planning and zoning.

Techniques of planning research and its applications.

City, state, and federal laws pertaining to community planning, industrial development and community conservation.

Land use regulations and zoning codes.

Graphic techniques and topographic mapping.

Basic statistical methods.

Support information to produce statistics, mapping and text associated with the City's regulations.

Skill To:

Apply the principles and practices of urban or regional planning.

Compile statistical information and prepare technical reports.

Interpret planning requirements and objectives to interested groups and the general public.

Development of displays and presentations in various forms.

Resolve conflicts with the public and develop alternatives to action.

Display strong public relations techniques and applications toward customer service.

Ability To:

Oversee and contribute to the progressive development of all plans, studies, and ordinances.

Scope, organize, and delegate responsibilities.

Communicate clearly and concisely both in writing and verbally.

Work closely with the public, agencies, and other government personnel.

Represent city interests in the capacity mandated by statute.

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 the job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel or crouch; and talk or hear. The employee frequently is required to stand, walk, and sit.

The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an office environment, and occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

