

PLANNING MANAGER

DEFINITION

Under general direction, the Planning Manager assists in the administration, supervision, and coordination of the Planning Department; directly oversees the work and work product of planning staff; personally carries out the most complex project assignments; and does related work as required.

The Planning Manager is a key member of the Planning and Community Development Services Agency's (PCDSA) management team dedicated to providing Glenn County residents with the highest level of professional, user-friendly development services in a "one stop" permit and information environment. The goals of the Board of Supervisors, County Administrative Officer and Agency Director include a clear, coordinated and transparent development permit process, maintaining an up-to-date General Plan, maintaining positive employee morale and improving process efficiencies within the PCDSA. The Planning Manager plays a key role in achieving these goals.

DISTINGUISHING CHARACTERISTICS

This is a single-position classification functioning as the Planning Manager responsible to the Director of PCDSA. The primary responsibility of this position is the daily administration, coordination and quality control of the Planning Department within the Department. The position works in conjunction with other Managers to maximize interdepartmental efficiencies.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Planning and Community Development Services Agency.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Assists the Director of PCDSA in developing, interpreting, and implementing Planning Department policies and programs.

Participates in the selection, evaluation, motivation and training of Department personnel.

Provides or coordinates staff training, conducts performance evaluations, and implements individual performance improvement plans when necessary.

Advises the Director on planning issues including current trends, practices and legislation.

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Monitors and manages work flow; reviews department work product; schedules and prepare Planning Commission, Airport Land Use Commission, Transportation Commission and other agendas.

Prepares, reviews and edits all Planning Commission reports, and present planning-related matters to the Board of Supervisors.

Assigns and oversees the County land use, census, environmental review, surface mining, addressing, geographic information system (GIS) and mapping programs; oversee the planning function in support of the permit center.

Prepares estimates of Planning Department administrative costs, capital outlay, and other expenditures and assist in the preparation and implementation of annual budget.

Supervises transportation, current and advanced planning, and recommends priorities to the Director.

Meets with and represents the Planning Department to the general public, other County departments, outside agencies, architects, engineers and other development professionals, business and community groups.

May represent the County in court as an expert witness in development-related suits; and coordinate development projects with other governmental agencies.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Land use and development principles and practices applicable to rural California; related regulatory programs and enforcement techniques; technical, legal, financial, and public relations considerations involved in the conduct of planning and land use regulation programs in a public agency; current trends and methods of preparing and updating local General Plan, zone code, and similar resource documents and ordinances; principles of administration including personnel, budgeting, supervision, training, department organization; Federal, State, and local laws, rules, and regulations relating to the planning function; computerized permit tracking and record keeping systems; and GIS methods, practices, software and implementation.

Ability to:

Plan, organize, and direct the planning and land use permitting activities of the PCDSA; inspire a high standard of ethical and professional conduct and promote excellence in customer service;

exercise initiative, ingenuity, and sound judgment in defusing and resolving difficult administrative, operational, and personnel matters; maintain discipline and high standards necessary for the efficient and professional operation of the Department; recommend and implement improvements to make the planning and permit process more accessible and user friendly; interpret, explain, and apply applicable laws, rules, and regulations; train, supervise and evaluate subordinates; directly manage the more complex land use projects; establish and maintain excellent working relations with the general public, boards, commissions, public officials, public agencies, and other staff; understand and communicate the goals and purpose of planning, regulatory programs and the proper use and conservation of the public resources within the Department's jurisdiction; prepare clear and concise administrative and technical reports; speak effectively before large groups.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of experience equivalent to that of a Principal Planner in Glenn County.

Training:

Bachelor's degree from an accredited college or university with major course work in planning, geography, environmental studies, architecture, public administration, economics or another relevant field. A Master's degree in planning or closely related field is preferred.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

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 sit, talk, and hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls including computer keyboard. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential job 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 occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.