



Title: Planning Manager

FLSA STATUS: Exempt from overtime under FLSA

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Planning and Community Development Director. Exercises direct supervision over professional and para-professional staff. This classification may supervise contract, temporary or seasonal employees.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in Planning, Urban Design, Architecture, Geography, or a related field.
- **Experience:** Minimum of five (5) years of increasingly responsible professional experience in planning. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.
- American Institute of Certified Planners (AICP) certification

JOB SUMMARY

The purpose of this position is to plan, organize, manage and assess the current and strategic planning activities of the planning division. This position coordinates work assignments, manages office processes and training, and provides highly responsible support to the Planning and Community Development Director. This position performs technical planning work involving the administration, negotiation, research, analysis and interpretation of planning, zoning, subdivision, design review, general plan and land use development issues. This position also coordinates planning studies and provides technical and professional assistance. Establishes strategic goals and objectives, manages staff, develops and manages budgets, implements citywide programs and projects; serves as technical advisor; resolves issues; serves as liaison between the City and regional planning agencies; effectively communicates and resolves problems with members of the public, stakeholders, other City departments, City management, and elected officials.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Manages and directs division, including progression of the division work plan and daily activities. Consults with assigned staff, assists with problem resolution, and provides technical expertise. Interprets, administers and directs the implementation of the City's General Plan, Zoning Ordinance, Subdivision Regulations, Design Guidelines and other planning documents.
3	Represents the City on various local and regional committees pertaining to planning and development policy matters and technical issues. Represents the City to the development community and the general public. Represents the Division on internal and external task forces and committees.
4	Manages the preparation of planning studies by monitoring, directing and administering contracts and consultant services, scheduling meetings, and coordinating public notifications, reviews and data analysis.
5	Serves as liaison to the Planning and Zoning Commission, Historic Preservation Commission, Board of Adjustment and Design Review Board and various community groups by providing technical support and guidance related to the public review process for land development proposals, specified initiatives, annexations, and amendments to the General Plan or Zoning Ordinance, and organizing, attending and facilitating public meetings.
6.	Develops and maintains oversight of the divisional budget and expenditures; participates in departmental budgeting and strategic and operational planning efforts; engages in future planning; sets goals; estimates costs, time, and resource needs associated with goals.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
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.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
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 individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee may be exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers (laptop), printers, scanner, copy / fax machine, and related software, telephone, vehicle, drafting scale.

PROTECTIVE EQUIPMENT REQUIRED:

None required.