

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: PLANNING MANAGER

PERSONNEL COMMISSION APPROVAL: **OCTOBER 17, 2007 (Revised)**

COUNCIL APPROVAL: NOVEMBER 19, 2007

JOB CODE: 0444
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT
EEOC CODE: OFFICIALS & ADMINISTRATORS

DUTIESJOB SUMMARY

~~Under administrative direction, The fundamental reason this classification exists is to~~ manages, supervises, and directs the operations of ~~a division (Current and/or Advance)~~ of the Planning ~~Division within the Community Development~~ Department.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Deputy Director of Community Development
Supervises: Professional Planners

DISTINGUISHING CHARACTERISTICS

This ~~is a division manager position in the Community Development Department having~~ overall classification is responsibility ~~for a division of the Planning Department: Current and/or Advance.~~ ~~The incumbent is responsible for overall~~ division planning and management, personnel administration including training, selection and performance management, coordinating work programs and priorities, and insuring ~~that decision making~~ within among the ~~divisions~~ is ~~internally~~ consistent with City Council direction and in accordance with State and municipal statutes. ~~—The incumbent works under the direction of the Director of Planning.~~

EXAMPLES OF ESSENTIAL DUTIES

- Manages, directs and organizes planning activities and programs;
- eCoordinates planning activities with other City departments;
- aAssigns work, projects and programs; monitors work flow;
- rReviews and evaluates work products, methods and procedures;

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- eCoordinates and resolves issues with other departments;
- rRepresents the City ~~in the Planning Director's absence~~ at the Coastal Commission, City Council and Planning Commission and other City Advisory Boards;
- rResponsible for training existing staff and new staff as to how the Zoning and Subdivision Ordinance should be interpreted and other technical issues relating to planning and City processes and procedures;
- rResponsible for being lead staff member to the Planning Commission and advising the Commission on all land use issues;
- aAssists ~~and advises the Planning Director o~~in the preparation of the Planning ~~Division~~department budget;
- rReviews all staff reports to the Planning Commission and City Council;
- sServes as liaison ~~with~~to various federal, state and county offices on development matters such as coastal, environmental and general planning;
- directs environmental impact, land use, geotechnical, seismic and similar studies and ensures completion of and compliance with such studies;
- eConfers with contractors, architects, engineers, developers and others on development matters;
- recommends and administers policies and procedures of the department ~~and~~
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains regular and consistent attendance record
- performs other related duties as assigned.

The preceding duties have been provided as examples of the essential types of work performed within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

~~Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:~~

Knowledge of:

- Professional standards, principles and practices of urban planning and development;
- program management techniques including the planning and coordinating of work activities;
- pinciples and practices of supervision including performance evaluation;
- eContract administration;

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- ~~Personnel~~ personnel policies and procedures;
- ~~Applicable~~ applicable local, State, and Federal regulations; including the California Environmental Quality Act and California Coastal Act;
- ~~Project~~ project management and cost control;
- ~~Research~~ research methods as applied to the collection and analysis of data pertinent to ~~the~~ planning and environmental issues~~areas~~; descriptive statistics; safety issues and liability reduction;
- ~~Budgetary~~ budgetary planning, preparation, and control;
- ~~Related~~ related computer software including spreadsheet and word processing packages;
- ~~English~~ English usage, grammar, punctuation, and spelling.

Ability to:

- ~~Administer a division of the Planning Department;~~ plan, coordinate and supervise Planning Division work program activities and personnel;
- ~~Analyze problems and seek resolutions to conflicts;~~ analyze problems and seek resolutions to conflicts;
- ~~Read, interpret and implement policies, laws, ordinances, rules and regulations;~~ read, interpret and implement policies, laws, ordinances, rules and regulations;
- ~~Provide and use written and oral instructions;~~ provide and use written and oral instructions;
- ~~Ensure safety and professional work standards are met;~~ ensure safety and professional work standards are met;
- ~~Communicate and interact effectively both verbally and in writing with elected officials, the public, applicants, developers, and staff;~~ communicate and interact effectively both verbally and in writing with elected officials, the public, applicants, developers, and staff;
- ~~Operate modern office equipment, including computers and applicable software programs~~ operate modern office equipment, including computers and applicable software programs
- ~~Prepare and administer a budget;~~ prepare and administer a budget;
- ~~Work independently;~~ work independently;
- ~~Deliver quality customer service;~~ deliver quality customer service;
- ~~Track and measure division goals and progress, and propose and administer division improvements and processes change.~~ track and measure division goals and progress, and propose and administer division improvements and processes change.

Education: ~~Equivalent to a~~ Bachelor's degree from an accredited college or university in Planning, Urban Planning or with major coursework in city planning or other closely related field. A Master's degree in planning or a closely related field may~~will~~ substitute for one year of the required experience.

Experience: Six (6) years of progressively responsible urban planning or directly related experience performing professional planning work, including four (4) years' supervisory experience.

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Certificates/Licenses: Must possess and maintain aA valid California Class C driver's license with an acceptable driving record required by time of appointment and throughout employment.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. May require lifting objects weighing 15 pounds or less. Work involves detailed concentration and analytic data review for extended periods of time. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but not limited, hard hats, respirators, life vests, and/or hearing protective devices. Requires vision in reading correspondence, plans, specifications and other information. Hearing and speaking required when providing telephone service and communicating in person. This position is also expected to perform inspections of work in the field that may require walking on uneven ground, working around machinery, fumes, dirt and gas and in varying temperatures.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

~~Work generally involves the performance of duties within an office environment that requires the ability to exert a minimal to moderate degree of physical effort. Office work is sedentary to light, involving movement from one area of the office to another; requires the ability to sit, reach, twist, lean, and lift files (up to 35 lbs.); moderate to frequent use of computer keyboard, monitor, mouse and related peripheral equipment. Reasonable~~

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