

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PLANNING MANAGER

PERSONNEL COMMISSION APPROVAL: (Revised)

COUNCIL APPROVAL: NOVEMBER 19, 2007

JOB CODE: 0444

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEO

FLSA STATUS: EXEMPT

EEOC CODE: OFFICIALS & ADMINISTRATORS

JOB SUMMARY

Under administrative direction, manages, supervises, and directs the operations 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 responsibility for division planning and management, personnel administration including training, selection and performance management, coordinating work programs and priorities, and insuring that decision making within the division is consistent with City Council direction and in accordance with State and municipal statutes.

EXAMPLES OF ESSENTIAL DUTIES

- Manages, directs and organizes planning activities and programs
- Coordinates planning activities with other City departments
- Assigns work, projects and programs; monitors work flow
- Reviews and evaluates work products, methods and procedures
- Coordinates and resolves issues with other departments
- Represents the City at the Coastal Commission, City Council and Planning Commission and other City Advisory Boards

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- Responsible 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
- Responsible for being lead staff member to the Planning Commission and advising the Commission on all land use issues
- Assists in the preparation of the Planning Division budget
- Reviews all staff reports to the Planning Commission and City Council
- Serves as liaison 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
- Confers with contractors, architects, engineers, developers and others on development matters
- Recommends and administers policies and procedures of the department
- 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:

Knowledge of:

- Professional standards, principles and practices of urban planning and development
- Program management techniques including the planning and coordinating of work activities
- Principles and practices of supervision including performance evaluation
- Contract administration
- Personnel policies and procedures
- Applicable local, State, and Federal regulations including the California Environmental Quality Act and California Coastal Act
- Project management and cost control
- Research methods as applied to the collection and analysis of data pertinent to planning and environmental issues; descriptive statistics; safety issues and liability reduction
- Budgetary planning, preparation, and control

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- Related computer software including spreadsheet and word processing packages
- English usage, grammar, punctuation, and spelling

Ability to:

- Plan, coordinate and supervise Planning Division work program activities and personnel
- Analyze problems and resolve conflicts
- Read, interpret and implement policies, laws, ordinances, rules and regulations
- Provide and use written and oral instructions
- 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
- Operate modern office equipment, including computers and applicable software programs
- Prepare and administer a budget
- Work independently
- Deliver quality customer service
- Track and measure division goals and progress, and propose and administer division improvements and processes

Education: Bachelor's degree from an accredited college or university in Planning, Urban Planning or other closely related field. A Master's degree in Planning or a closely related field may 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.

Certificates/Licenses: A valid California Class C driver 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.

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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.

Rev. January, 2022 pa