City of Lincoln
Planning Manager

DEFINITION:
Under direction, to plan, organize and direct the activities of an assigned planning division in the Department of Community Development ; to coordinate planning services with other divisions, City departments, outside agencies and organizations; to perform advanced level professional planning work in the areas of current and advance planning; to provide complex staff assistance to the Director of Community Development and others, to plan, organize, supervise, and review the work of assigned staff; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:
This single position classification is responsible for planning and directing staff, and directing current and advance planning projects for the Community Development Department.

SUPERVISION RECEIVED AND EXERCISED:
The incumbent receives general direction from the Director of the Community Development Department and provides direction and supervision to assigned professional, technical and clerical staff.

ESSENTIAL FUNCTIONS:
Duties may include, but are not limited to the following:

- Interprets and applies laws, rules and regulations related to planning matters including enforcement, land use, environmental quality, subdivision and general planning laws and regulations.
- Recommends goals and objectives; assists in the development and implementation of policies, procedures and standards to ensure compliance with applicable laws and regulations.
- Plans, organizes and supervises the activities of assigned professional, technical and clerical staff.
- Trains employees in work procedures, standards and safety practices; reviews work in progress or upon completion for compliance with standards; prepares documentation and improvement plans and recommends disciplinary action.
- Reviews and approves employee work schedules, overtime, vacation, sick leave and time cards.
- Oversees, analyzes and prepares information regarding social, economic, population and land use trends.
- Oversees, develops, and implements current and advanced planning program activities including the preparation and review of environmental impact reports, and issuance of land use permits and approvals; preparation of long range planning documents; provides information and technical assistance regarding City development requirements; participates in public meetings as necessary.

- Participates in the development and implementation of the Community Development Department work plan and budget; reviews budget expenditures; recommends necessary staff, equipment, materials and supplies needed to support the Community Development Department goals.
- Maintains accurate, complete and up-to-date records.
- Prepares and presents studies and recommendations, reports, resolutions and ordinances before the Planning Commission, City Council and citizen groups regarding Department findings and recommendations.
- Coordinates planning activities with other divisions, departments, governmental agencies and outside organizations; confers with engineers, developers, architects, and others; provides staff support to a variety of boards and commissions; participates in professional groups and committees.
- Reviews, assigns and oversees the processing of development permit applications including those for new subdivisions, lot line adjustments, variances, land use permits and zoning amendments.
- Prepares and negotiates requests for proposals, contracts and agreements; analyzes proposed development projects for compliance with applicable codes, ordinances and regulations.
- Oversees the enforcement of the City's Zoning and Subdivision Ordinances; oversees the investigation of complaints and recommends corrective action; researches, analyzes, prepares and recommends amendments to the City's Zoning Ordinance
- Acts on behalf of the Director when needed.

QUALIFICATIONS: (the following are minimum qualifications necessary for entry into the classification)

Education and/or Experience:
The education and experience that has provided the knowledge, skills and abilities necessary to a Planning Manager to perform the essential functions of the job; Qualifications include a Bachelor's degree from an accredited college or university with major coursework in planning , urban development, business, public administration or a related field; A master's degree in one of these areas is preferred. Six years of increasingly responsible experience related to development services, including expertise in a supervisory or management capacity

License Requirements:
A valid California Class C license is required at the time of appointment. Individuals who do not meet this requirement will be reviewed on a case-by-case-basis.

KNOWLEDGE, SKILLS AND ABILITIES:

- Administrative principles and methods, including strategic goal setting, program and budget development and implementation
- Basic budget preparation and monitoring, cash control and related accounting practices

- Applicable Federal, State and local laws, rules, codes and regulations
- Advanced principles and practices of urban planning and development
- Methods and techniques of effective project management, contract administration and technical report preparation and presentation
- Statistical research methods and sources of information related to urban growth and development, land use, transportation, communications and public utility systems
- Recent developments and trends, current literature, and sources of information related to municipal planning and administration
- Modern office practices and technology, including personal computer hardware and software
- English usage, spelling, grammar and punctuation
- Principles and practices of personnel management, supervision, training and performance evaluation
- Safety principles, practices and procedures
- Plan, organize, supervise, review, and evaluate the activities of assigned program areas
- Coordinate assigned activities with other City departments and agencies as required
- Analyze site design, terrain constraints, grading, circulation, land use compatibility, utilities and other urban services
- Prepare, analyze and make recommendations regarding plans and applications received from developers, contractors and general public
- Ensure project compliance with Federal, State and local rules, laws and regulations
- Analyze and streamline the City's planning entitlement processes without sacrificing development quality
- Interpret, analyze, and apply pertinent urban planning laws, rules and regulations
- Interpret, analyze, and direct changes to City Codes and ordinances related to planning
- Develop, implement and interpret goals, objectives, policies, procedures and standards
- Perform complex technical research, and prepare and analyze technical and administrative reports, statements and correspondence.
- Analyze problems, identify alternative solutions and consequences, and make sound recommendations
- Plan, coordinate, prioritize and perform a variety of complex and sensitive planning projects
- Communicate clearly and concisely, both orally and in writing
- Represent City policies and programs with other governmental agencies and the general public as directed
- Use tact, initiative and independent judgment within established procedural guidelines

PHYSICAL REQUIREMENTS

Incumbents appointed to this class must have the mobility to work in a standard office or field environment, use standard office equipment and attend off-site meetings; operate a motor vehicle on streets; mobility to traverse uneven terrain and periodically standing, stooping, bending, climbing and kneeling to perform fieldwork; lift light to moderately heavy weights; vision to read handwritten and printed materials and a computer screen; hearing and speech to

communicate in person and by telephone; manual dexterity to operate small equipment, tools and standard office equipment, and to manipulate single sheets of paper and large document holders.

FLSA: Exempt
Employee Group: Mid Management/Confidential Self-Represented Unit
Adopted: