

**CITY OF ARCADIA**  
**PLANNING MANAGER**

**DEFINITION**

Under general direction, to supervise, plan, and coordinate the activities and operations of Planning and assist with Code Services and Business License issues related to planning within the Development Services Department including long range planning, zoning, ordinances, and codes; to coordinate assigned activities with other divisions, outside agencies, and the general public; and to provide highly responsible and complex staff assistance to the Deputy Development Services Director.

**SUPERVISION EXERCISED**

Exercises direct supervision over professional, technical, and clerical staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Performs difficult professional, managerial, and administrative work under the supervision of the Deputy Development Services Director.

Coordinate the organization, staffing, and operational activities for the Planning Division, including long range planning, zoning, ordinances, and codes.

Plans, coordinates, trains and evaluates the work of assigned staff and manages contracts; determines appropriate project priority and schedules; estimates resources needed.

Participate in the development and implementation of goals, objectives, policies, and priorities for Planning; identify resource needs; recommend and implement policies and procedures.

Select, train, and motivate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Supervise, coordinate, and review the work plan for Planning; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the development and administration of the Planning program budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary, and assist with the budget, as directed.

Review building plans for conformance to zoning and related ordinances; review grading and drainage plans to mitigate potential drainage problems.

Provide technical staff support and make oral presentations to the Planning Commission, Historic Preservation Commission, and other Boards or Commissions, as directed.

Prepares and reviews staff reports for development applications, subdivisions, zone changes, text amendments, environmental review, and grant application; conducts special research to support major planning projects.

Conduct office conferences in reference to code enforcement violations related to planning issues.

Research and draft ordinances for review.

Advise property owners, petitioners and the various homeowners' associations of the effect and implications of zoning and development actions.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations.

Provide staff assistance to the Deputy Development Services Director; prepare and present staff reports and other necessary correspondence. Provides staff support to the Development Services Director in support of major projects and initiatives.

Respond to and resolve difficult inquiries and complaints.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of planning and code services.

Monitors and keeps informed of current trends in the urban planning field and community development matters, including legislation, court rulings, and professional practices and techniques; evaluates their impact on City operations and recommends policy and procedural improvements and/or changes.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Operational characteristics, services, and activities of planning and code services programs.

Architectural design review concepts, landscaping, site grading, and drainage.

Information sources and research techniques in the field of urban planning.

Modern and complex principles and practices of urban planning.

Principles of budget preparation and control.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations pertaining to general plans, housing, zoning and subdivisions including the California Environmental Quality Act (CEQA).

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Manage and coordinate the work of professional, technical, and clerical personnel.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of planning and code services.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to planning and code services programs and functions.

Plan-check building plans for conformance with zoning regulations.

Interpret and explain complex planning regulations and zoning ordinances.

Conduct work in a safe manner in accordance with established policy.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Prepare and administer budgets.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in past and current employment history. A typical example includes:

**Experience:**

Five years of responsible planning experience including three years of supervisory experience.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning or a related field.

**License or Certificate:**

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

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environments; ability to travel to different sites and locations.

**Effective Date:** January 1999

**Revised:** December 2022