



## **City of Laguna Niguel Job Description**

### **PLANNING MANAGER**

Executive and Management Group  
FLSA: Exempt

#### **DEFINITION**

Direct, manage, supervise, and coordinate all current land use planning functions of the Community Development Department; coordinate assigned activities with other departments; provide highly responsible and complex staff assistance to the Community Development Director, or designee.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from Community Development Director, or designee.

Exercises direct supervision over Middle Management, Professional, Supervisory and Maintenance, Technical, and Clerical staff.

#### **EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES**

*Important responsibilities and duties may include, but are not limited to, the following:*

- ◆ Assume management responsibility for all current land use planning services and activities.
- ◆ Manage and participate in the development and implementation of goals, objectives, policies, and priorities of assigned functions.
- ◆ Continuously monitor and evaluate the efficiency and effectiveness of applicable service delivery methods and procedures; assess and monitor related workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Community Development Director; implement improvements.
- ◆ Select, train, motivate, and evaluate assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- ◆ Plan, direct, coordinate, and review the work plan for assigned functions; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- ◆ Participate in the development and administration of the Community Development Department's annual budget.
- ◆ Serve as a liaison for assigned functions with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.
- ◆ Provide responsible staff assistance to the Community Development Director and the Planning Commission, and other staff as necessary; prepare and present staff reports and other related correspondence.
- ◆ Administer contracts with consultants in support of assigned functions; evaluate quality of work and approve invoices from consultants.

- ◆ Coordinate preparation and presentation of complex reports related to assigned functions for the City's Planning Commission and City Council.
- ◆ Review, assign, and coordinate processing of planning entitlement applications.
- ◆ Interpret and apply land-use, environmental, subdivision, and general planning laws and regulations to ensure compliance.
- ◆ Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications as appropriate.
- ◆ Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal planning.
- ◆ Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- ◆ Perform other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- ◆ Operational characteristics, services, and activities of community development functions.
- ◆ Organizational and management practices as applied to the analysis and evaluation of assigned programs, policies, and operational needs.
- ◆ Modern and complex principles and practices of municipal planning and program development and administration.
- ◆ Municipal planning theory, principles, and practices and their application to a wide variety of community development activities.
- ◆ Contract service planning, bidding, negotiation, administration, and performance evaluation.
- ◆ Research methods and sources of information related to urban growth and development.
- ◆ Research developments, current literature, and trends relating to municipal planning program administration.
- ◆ Principles and practices of municipal budget preparation and control.
- ◆ Principles of supervision, training, and performance evaluation.
- ◆ Pertinent Federal, State, and local laws, codes, and regulations.
- ◆ English usage, spelling, grammar, and punctuation.
- ◆ Business letter writing and technical report preparation.

### **Ability to:**

- ◆ Manage, direct, and coordinate the work of Middle Management, Professional, Supervisory and Maintenance, Technical, and Clerical staff.
- ◆ Select, supervise, train, and evaluate staff.
- ◆ Provide administrative and professional leadership and direction for assigned functions.
- ◆ Recommend and implement goals, objectives, and practices for providing effective and efficient land use planning services.
- ◆ Prepare and administer large and complex budgets.
- ◆ Prepare clear and concise administrative and technical reports.
- ◆ Analyze problems; identify alternative solutions; project consequences of proposed actions; implement recommendations in support of goals.
- ◆ Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

- ◆ Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- ◆ Perform responsible and difficult work involving the use of independent judgment and personal initiative.
- ◆ Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- ◆ Interpret and apply administrative and departmental policies and procedures.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain effective working relationships.

**Experience and Training:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Four years of increasingly responsible professional urban planning experience including at least one year of supervisory responsibility.

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in planning, public or business administration, or a related field.

**Licenses:**

Possession of, or ability to obtain, a valid California Driver's License.

**PHYSICAL DEMANDS**

*The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles.

**WORK ENVIRONMENT**

*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.*

The noise level in the work environment is usually quiet in the office and moderate in the field.