

**City of
EDMONDS
Washington**

PLANNING MANAGER

Department:	Development Services – Planning	Pay Grade:	NR-16
Bargaining Unit:	Non Represented	FLSA Status:	Exempt
Revised Date:	November 2012	Reports To:	Development Services Director

POSITION PURPOSE: Under administrative direction, plans, organizes, controls and directs the Planning Division within the Development Services Department including: overseeing daily operations, budgeting and administration; performs professional and technical planning activities on special projects and programs; serves as liaison and City representative on planning related matters to city boards, commissions, departments, City Council and to external agencies; supervises and evaluates the performance of assigned personnel.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages, coordinates and reviews the work of assigned staff; assigns work activities and coordinates schedules, projects and programs.
- Provides constructive feedback, reviews and evaluates work and makes effective suggestions and recommendations.
- Supervises, coaches, trains and motivates staff; coordinates and/or provides staff training.
- Manages the employment and hiring process and employee relations for assigned area; manages the workflow and prioritization of assigned projects and takes appropriate corrective action when necessary.
- Provides advice and counsel to staff, develops or assists with developmental work plans for staff; makes recommendations and/or implements corrective actions, discipline and termination procedures as appropriate/necessary or as directed.
- Manages, administers, maintains and oversees assigned budgets including making recommendations to the annual Division budget.
- Monitors expenditures and identifies and prioritizes Division needs; reviews and approves reports, purchases, and payments according to established policies and practices; makes recommendations and forecasts for future funds needed for staffing, equipment, materials and supplies.
- Oversees development, updating and maintenance of Comprehensive Plan, Development Codes and public information programs; develops and coordinates policy recommendations to City administration, City Council and the Planning Board.
- Develops and analyzes options and approaches to complex planning and legislative issues and policy.
- Develops implementation schedules, approaches and strategies; presents the full range of plans, projects, code amendments, historical and regulatory reviews to boards, commissions and City Council; may also present similar concepts to other city staff in order to coordinate or provide educational information.

JOB DESCRIPTION

Planning Manager

- Participates in special assignments or projects as required and as priorities are set by the City Council, Mayor and Department Director.
- Researches complex issues on specific initiative; plans, develops and reviews technology improvements and initiatives at the division, department and city level; collaborates with other departments and IT.
- Writes reports, plans, studies and policy analyses.
- Organizes, conceptualizes, researches and writes plans, analyses, codes and code amendments, reports and permit reviews for boards, commissions, City Council, departments or other agencies such as regional and state agencies.
- Uses decision support tools such as GIS, statistical or database tools to evaluate and assist in analysis and development of alternatives for study.
- Communicates with other administrators, personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Provides operational leadership to assure standards are met for productivity, efficiency, continuous quality improvement, customer satisfaction and teamwork.
- Performs work within scope of authority and training and in compliance with policies and quality standards; monitors assigned operations and assures compliance with federal, state, and local regulations and policies.
- Interprets policies and procedures and assures the consistent application of rules and regulations.
- Serves as City representative to external governmental agencies at State, regional and local levels in areas related to planning or growth management and attend City Council and Planning Board meetings and makes presentations.
- Prepares and presents staff reports and other necessary correspondence; attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment and incorporates new developments as appropriate and assigned.
- Fulfills roles and responsibilities on the EOC team as assigned by the Mayor.

Required Knowledge of:

- Advanced planning principles, practices and code of ethics.
- Trends and issues in development and planning fields.
- Trends and issues in technical/workplace technology and tools.
- Construction, architectural design and development techniques.
- Principles of customer service and public relations.
- Advanced project development, scheduling, monitoring and control systems.
- Research methods and report presentation.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Federal, state and local laws, rules, regulations, codes and administrative procedures related to assigned activities and programs relevant to assigned functions.
- Effective oral and written communication principles and practices to include public relations.
- Advanced program/project management techniques and principles.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.
- Principles and practices of governmental budget preparation, control and administration.
- Supervisory and training principles, best management practices, methods and techniques.

JOB DESCRIPTION

Planning Manager

Required Skill in:

- Managing the Planning Division with the Development Services Department including: overseeing daily operations, budgeting and administration.
- Planning, organizing and managing complex programs and projects including funding control.
- Performing policy analysis, including development of alternatives, cost/benefit and other types of decision analysis.
- Interpreting planning requirements and objectives to interested groups and the general public.
- Conducting code interpretation, architectural review and code enforcement.
- Gathering information from a wide variety of sources, analyzing, editing and creating new documentation and researching and preparing administrative reports and project evaluations.
- Evaluating processes and procedures for improvement and cost-effectiveness.
- Preparing clear and concise administrative and statistical reports and correspondence.
- Adapting to changes in technology and developing organizational goals and objectives.
- Analyzing policy and making effective decisions.
- Interpreting and applying Federal, State and local policies, laws and regulations related to area of responsibility.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve and explain them.
- Applying advanced program/project management techniques and principles.
- Developing and monitoring departmental and program/project operating budgets, costs and schedules.
- Communicating effectively verbally and in writing including public relations.
- Supervising, leading, coaching and using best management practices to improve staff performance; delegating tasks and workload assignments.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Urban & Environmental Geography, Planning, Public Policy, Environmental Studies or related field and six years of experience performing professional planning duties including policy review, development and evaluation, and plan and code analysis, amendment, and recommendations, that includes three years of staff supervisory and budgetary responsibility; preferably in a municipal planning environment; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Indoor/Outdoor/Office environment.
- Driving a vehicle to work.

Physical Abilities:

JOB DESCRIPTION
Planning Manager

- Hearing, speaking or otherwise communicating to exchange information in person and by phone.
- Reading and understanding a variety of materials.
- Operating a computer and other office equipment.
- Walking or otherwise moving and ascending/descending stairs during site visits.
- Ability to wear appropriate personal protective equipment based on required City Policy.

Hazards:

- Chemicals, fumes or gases associated with utilities systems and projects.
- Contact with angry and/or dissatisfied customers.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____