



## JOB DESCRIPTION

### Planning and Economic Development Manager

Date Prepared: June 5, 2024

Class Code: 1450  
FLSA Status: Exempt  
Bargaining Unit: Mid-Management  
Professional  
Confidential  
Services

**SUMMARY:** Under general direction of the Director of Community Development, the Planning and Economic Development Manager oversees planning operations, assists in the planning, management, supervision, coordination, and implementation of a variety of complex economic development activities, projects, and programs. The Planning and Economic Development Manager coordinates planning activities with developers and outside agencies, manages the budget and oversees the development and implementation of goals, objectives, and policies for the Planning Division; supervises subordinate staff; prepares reports, makes presentations, and provides recommendations; and performs other related duties as assigned. This mid-management position provides high-level administrative assistance to the Director of Community Development Director and may serve as Acting Director of Community Development in his/her absence.

**ESSENTIAL FUNCTIONS:** *As defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodation will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Oversees the operations of the Planning Division including current and long-range planning functions and programs; recommends modifications to planning programs, policies, and procedures as appropriate; manages major projects including annexations, general plan amendments, re-zonings, major subdivisions, non-residential development projects, and strategic plan implementation; prepares reports, makes presentations on planning issues to the City Council and provides recommendations.
- Develops and monitors budgets for division programs and identifies potential resources and expenditures; and assists the Director of Community Development with the management of grant applications and implementation relating to geography, maps, plats, site plans, or other planning processes.
- Develops requests for proposals and helps select consultants to work with the Division; administers the bidding process; verifies contracts expenditures and compliance; and manages consultant contracts associated with assigned planning and policy studies.
- Acts as a liaison and builds strong relationships with local business owners, regional and county officials, and others in the economic development community such as educational institutions, nonprofits, and businesses; markets City economic development programs to business, entrepreneurial, and civic/community groups; prepares and presents findings and recommendations to boards, the business community, and other groups; and facilitates and represents the City at meetings with members of the business community and general public.
- Leads environmental reviews and assessments involving private and City projects, ordinances, and policy development. Responds to inquiries and provides information over the front counter to

applicants, developers, consultants, outside agencies, the public, and other City departments regarding planning information and explaining procedures, land use, development, and environmental regulations and procedures.

- Plans, directs staff, and participates in major development projects including the preparation of appraisals, economic feasibility plans, financing plans, environmental documents, design plans, and technical studies required for planning, design, and development of commercial, retail, and residential improvement projects.
- Researches, analyzes, and prepares a variety of studies and reports on economic development including labor market trends; prepares, reviews, and evaluates requests for proposals, contracts, and scopes of work for economic feasibility; negotiates, prepares, and administers contracts and agreements; and researches and prepares complex grant and funding applications and proposals.
- 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.
- Provides supervision and training for subordinate staff; evaluates, motivates, and disciplines subordinate staff providing technical guidance in current and advanced planning. Prepares work schedules; determines work procedures and issues written and verbal instructions; and prepares and administers performance evaluations.
- Oversee, attend, and participate in preparation agenda materials for the City Council, Planning Commission, and related committees.
- Supervises and participates in the preparation of highly technical studies, analyses and reports related to planning activities.
- Assists Director of Community Development in building strong city relations with the development, business community and residents. Meets with developers, property owners and others to resolve planning issues.
- Participates in the development of department goals, objectives, policies, and procedures.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training, and Experience Guidelines:**

*Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:*

- BA/BS in Planning, Urban Design, Architecture, economic development, business administration, public administration, or related field.
- Five (5) years increasingly responsible professional experience in planning, including two (2) years in a supervisory capacity.
- MA/MS highly desirable.
- Local government experience is desirable.

### **Knowledge of:**

- Principles and practices of urban and regional planning, redevelopment, current and advanced planning, historic preservation, and residential, commercial, and/or industrial development.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices.
- Principles and practices of economic and business development including market analysis and methods for business attraction and retention.
- Applicable Federal, State, and local laws, codes, and regulations.
- Techniques used in dealing with the public and customer service.
- Office administration practices and procedures; and City department policies and procedures.
- Principles and practices of employee supervision, training, evaluation motivation and discipline.

**Skill in:**

- Independently research and analyze problems, identify solutions, project impacts of proposed actions and implement recommendations.
- Independently interpret and apply building and zoning codes, City ordinances, policies, procedures, regulations, and law pertaining to planning; read and correctly interpret building plans, specifications, and maps;
- Correctly interpret complex economic data and development reports, design plans, leases, agreements, contracts, and permits related to economic development projects and programs.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.
- Communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Research, collect, compile and analyze information and data and organize work to meet schedules and timelines.
- Operate office equipment including computers, copying machines and phone systems.

**License/Certification/Special Requirements:**

- Must possess a valid Class C California driver's license and maintain a satisfactory driving record.
- Possession of a valid certification from the American Institute of Certified Planners (AICP) is preferred.
- Attend night meetings, special meetings, and business trips as required.

**Physical Demands and Working Environment:**

Work is performed in a standard office environment. May be required to travel to various sites, locations and/or events. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours; employees are required to assume the duties of a disaster worker in the event of a locally declared emergency.