



CITY OF HAWTHORNE
HUMAN RESOURCES DIVISION
PLANNING MANAGER
Classification Specifications
(Non-Classified)

DEFINITION

Under general direction, the Planning Manager organizes and manages the programs, activities and services of the Planning Department; researches, analyzes, formulates and recommends planning actions to the Director of Planning, the City Manager, and the City Council; performs the duties of the Director of Planning in their absence as assigned; and performs related duties as required.

SUPERVISION RECEIVED

The Planning Manager reports directly to the Director of Planning.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Planning Manager. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Under the general direction of the Director of Planning, the Planning Manager supervises and monitors staff's performance while providing guidance for the development and improvement of their subordinates.
- Plans, coordinates, supervises and participates in complex planning services related to advanced planning activities.
- Develops and coordinates planning activities with other departments, divisions, and outside agencies.
- Prepares and delivers presentations to the City Council, the Planning Commission, other appropriate bodies, and citizen groups.
- Prepares complex reports on a wide range of planning issues.
- Drafts ordinances and amends and implements the City's General Plan.
- Interprets or explains policies and procedures to the City Council, the Planning Commission, and citizen groups.
- Organizes and conducts research studies.
- Composes complete reports of research findings in written, graphic, and design form to be presented to the City Council, the Planning Commission, and citizen groups.
- Works directly with the general public and community agencies concerning matters of land uses and their relation to planning functions.

- Provides analysis and recommendations based on studies, field observations, and public contacts.
- Reviews and applies laws and regulations to planning projects.
- Investigates and makes recommendations on zoning matters.

QUALIFICATIONS

Training and Experience

- A Bachelor's Degree in Urban Planning or a related field plus at least five years of experience in local planning, two (2) years of which at a supervisory or administrative level; or
- A combination of education and experience necessary to meet the requirements of the position.
- A Master's Degree in Planning, Public Administration or other closely related field is highly desirable.

Knowledge and Abilities

Knowledge of:

- Knowledge of principles and practices of local planning.
- Knowledge of techniques and processes involved in the preparation and implementation of specific and general plans and housing programs.
- Knowledge of federal and state housing, environmental, planning law, and other planning-related legislation.
- Knowledge of California Subdivision Map Act.
- Knowledge of zoning principles, practices, techniques, and standards.
- Knowledge of techniques of zoning administration and development review.
- Knowledge of management and supervisory principles and practices, including supervision and employee relations.
- Knowledge of applicable local, state, and federal regulations.
- Knowledge of hazards and generally accepted safety standards.
- Knowledge of city ordinances and administrative rules and regulations affecting departmental operations and personnel matters.
- Knowledge of general city operations.
- Ability to analyze and interpret complex planning and development data.
- Ability to assess land use proposals and issue recommendations for special planning and zoning studies.
- Ability to review, design and drafting work such as base maps, land use maps, zoning maps, charts, and visual aids.
- Ability to organize and participate in public hearings, analyze proposals, and make recommendations.
- Ability to supervise the work of subordinate staff, including coordinating, assigning, monitoring, evaluating work, training, counseling, and disciplining staff.
- Ability to schedule work tasks and major projects.
- Ability to interpret City ordinances and administrative rules and regulations affecting departmental operations.
- Ability to understand and carry out oral and written directions.
- Ability to review and prepare written reports.

- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with City employees, City Commissioners, public officials, private and community organizations, and the public.

License

Must possess a valid California Class C driver's license.

PHYSICAL DEMANDS AND WORKING CONDITIONS

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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 moderately quiet.

FLSA Status: Exempt
Bargaining Unit: HEG
Civil Service Status: Non-Classified

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