

CITY OF GLENDALE

TITLE:	Planning Manager	CLASS CODE:	547
REPORTS TO:	Various	GRADE:	33
DEPARTMENT:	Various	FLSA:	E
JOB SPECIFICATION DATE: March 11, 2009 lwk			

JOB SUMMARY

Plans, organizes and manages the activities and staff of a division and work program area of a department.

ESSENTIAL FUNCTIONS

NOTE: Specific functions, required knowledge, skills & abilities may vary depending on assignment.

1. Plans, organizes and manages the activities and staff of a division or work program area of assignment.
2. Assigns projects, establishes individual project scopes, schedules, and performance expectations; monitors progress, and evaluates project performance results.
3. Prepares, monitors, and administers division or project budget in accordance with work program goals and objectives.
4. Serves as project manager on major, controversial or extremely complex planning and special projects.
5. Directs staff efforts in the development of new policies and services.
6. Makes oral and written presentations to the City Council and other organizations.
7. Conducts neighborhood meetings, and other efforts to promote public participation, and meets with neighborhood groups to mediate and resolve issues and development disputes.
8. Develops requests for proposals for consulting services, participates in contract negotiations and in the selection, hiring and management of outside consultants. Directs and manages the work of consultants for projects.
9. Serves on City and intergovernmental committees and task forces.
10. Conducts research and analysis, develops findings and conclusions, and prepares reports and presentations.
11. Provides information, technical assistance, and professional guidance to boards, commissions, City Council, city management, staff, developers, attorneys, other design professionals and/or the general public.
12. Interprets, reviews, and ensures compliance with applicable standard operating procedures and federal and state regulations.
13. Resolves customer service issues and disputes presented by the general public, city management, and City Council regarding development requirements, procedures, or operational plans.
14. May serve as primary staff liaison to a variety of board, commissions and/or other associations.
15. Makes recommendations and resolves procedural, operational, and work-related problems.

SECONDARY FUNCTIONS

16. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

The principles, practices and methods of planning and implementation techniques
Data gathering and research methods, data review, reporting and presentation
The principles and practices of staff management and modern supervising practices
Development issues and concerns, neighborhoods, public participation techniques, and the development process
Negotiation, conflict management and consensus building techniques
Contract negotiations and subsequent monitoring of contracts
City policies and procedures related to departmental goals and objectives
Project management and organizational principles
Research and statistical methods
Federal, state, and local guidelines and regulations related to assigned programs

Ability to:

Effectively plan and organize the work of others
Effectively train and develop professional and support staff
Ability to conduct research, compile data, analyze findings identify key issues, and prepare professional recommendations
Plan, organize, and manage the activities of project teams and multiple projects to completion
Plan and administer a program and project budget
Communicate effectively verbally and in writing
Exercise considerable initiative and independent judgment
Provide quality customer service
Establish and maintain effective working relationships with city employees, contractors, government agencies, citizens, business owners, city officials, upper management, attorneys, and professionals and developers from other local agencies
Interpret regulations, policies and guidelines
Implement city ordinances and policies, review site plans, and analyze the potential impact of development proposals
Manage contracts for consulting services

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Bachelor's degree in Urban Planning, Urban Design, Transportation Planning, Engineering, Traffic Engineering, or a related field, and five years of relevant work experience including one year of supervisory experience.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona Driver's license