

**CLASSIFICATION SPECIFICATION FOR: PLANNING MANAGER**

*Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all described are not necessarily performed by all employees in the class.*

**POSITION SUMMARY**

This position reports to the Director of Community Development and is responsible for the direct supervision of long range and current planning activities and functions to guide the physical growth, development, and preservation of the Town of Los Gatos. The Planning Manager is responsible for the supervision of professional, technical, and clerical staff. The position also serves as a staff liaison to the Planning Commission and attends Town Council meetings and a variety of community meetings. The position may serve as department head in the absence of the Community Development Director.

**ESSENTIAL FUNCTIONS STATEMENTS**

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

1. Studies and reviews applications for zone changes, use permits, planned developments, variances, subdivisions, and architecture and site approval. Prepare or supervise the preparation of reports and recommendations for applications;
2. Meets with and advises property owners and developers on planning matters;
3. Schedules, prepares agendas, and presents items to Planning Commission, Town Council, other boards, commissions, and committees;
4. Coordinates the Planning Division's activities with other departments of the Town, to assure inter-departmental coordination and communication;
5. Prepares amendments to the General Plan and Town Code;
6. Prepares or coordinates with private consultants on the preparation of environmental reporting documents;
7. Assures that all Environmental Impact Reports are in compliance with statutes;
8. Directs research and zoning studies and develops ecological and sociological data and statistics.
9. Responsible for all phases of contract administration for professional consulting services;
10. Prepares the Planning Division's portion of the Community Development Department budget;
11. Serves as staff liaison and performs all necessary functions in support of the Planning Commission, and attends Town Council and other board and commission meetings; and
12. Performs other related duties and responsibilities as required.

**REQUIRED EDUCATION, EXPERIENCE, AND TRAINING**

Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying:

- Bachelor's Degree with a major in urban planning; administration; architecture or urban design; and
- Seven (7) years of increasingly responsible significant professional planning experience including experience supervising Planning staff involved with the General Plan, zoning, or development services.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- Theory, principle, and practice of local planning, zoning, and public administration;
- State laws governing planning, subdivision control, and related matters; and
- Drafting, mapping, and GIS techniques.

Ability to:

- Perform a variety of assignments independently, using initiative and sound judgment;
- Effectively supervise, coordinate, and review the work of Planning staff at a variety of levels within the Division;
- Analyze and compile technical, statistical, and economic information;
- Produce accurate drawings, maps, and renderings;
- Communicate effectively in both oral presentation and preparation of written materials;
- Establish and maintain effective and cooperative relationships with Town departments and the public; and
- Select, train, and supervise Planning staff.

Other

- A valid California Class C Driver's License and a satisfactory driving record are conditions of initial and continued employment.

### **DESIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Master's Degree in Urban Planning; Public Administration; Architecture; or Urban Design;
- Historic Preservation; and
- AICP Certification.

### **PHYSICAL DEMANDS**

Employee must be able to maintain physical condition necessary for sitting for prolonged periods of time; repetitive use fingers and/or wrists while twisting or applying pressure; maintain concentration and the capability to make sound decisions; and maintain effective audio/visual discrimination and perception to the degree necessary for successful completion of assigned duties.

### **WORK ENVIRONMENT**

Employee will work primarily in a computerized office environment, but may visit proposed development sites or study areas. Employee will have direct contact with other Town personnel and the public.

**FLSA**

Exempt

**PROPERTY INTEREST**

This is a Management, At-Will position.