

# CITY OF WEST LINN

## JOB DESCRIPTION

### **Job Title: Planning Manager**

#### GENERAL FUNCTION:

This position will serve under the general direction of the Community Development Director and is responsible for the management of the planning department and direct supervision of staff. The Planning Manager will manage, coordinate and direct the City's major planning efforts, including current and long-range planning projects; supervise professional and technical departmental staff, integrate and administer the department's operations and improve service delivery; and perform related work as assigned. This position will be responsible for the investigation, development and implementation of assigned planning and management projects in accordance with the direction of Community Development Director.

#### DUTIES AND RESPONSIBILITIES:

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

1. Contributes to a positive work environment.
2. Develops, implements and tracks work plans to achieve planning/community development objectives.
3. Coordinates and supervises the work of professional and technical planning staff in current planning, long-range planning, permitting processing, special projects.
4. Review of staff reports and decisions on development and legislative applications.
5. Contributes to budget development and monitors operational and program performance against the budget.
6. Provides day-to-day leadership and works with staff to ensure the highest level of service to the public.
7. Works closely with City staff including the Director of Public Works/City Engineer and Police Chief to insure that planning, building, engineering, public works and public safety departments are all coordinated in both long-range planning and

specific development applications.

8. Will personally manage specific complex, highly visible, sensitive and/or controversial projects when necessary.
9. Meets with other agencies, committees, citizen groups and departments concerning actual, as well as, conceptual development projects.
10. Attends, manages and serves as the professional/technical resource for various advisory bodies; including but not limited to the Planning Commission, City Council, and ad-hoc committees as needed.
11. Provides direct oversight and management of professional consultants working on behalf of the City; including preparation of scopes of work, proposal evaluation, contract negotiation, schedules for completion and confirmation of project delivery in accordance with contract requirements.
12. Coordinates training; education needs and communication with elected officials; boards; commissions; neighborhood groups and the general public.
13. Attendance at a substantial number of evening and weekend meetings.

**ESSENTIAL SKILLS:**

1. Thorough knowledge of urban planning and development generally and especially local government land use processes and procedures unique to Oregon and Metro.
2. Knowledge of specialization in areas such as sustainability, development review, historic preservation, and/or economic development.
3. Successful management of complex, controversial land use projects.
4. Methods and techniques of effective technical report preparation and presentation.
5. Pertinent federal, state and local laws, codes and regulations including recent changes.
6. Principles and practices of supervision, training and personnel management.
7. Budgeting procedures and techniques.

8. Creative citizen involvement techniques and processes.

**SPECIFICATIONS:**

1. Job Preparation:

Education: Graduation from a four (4) year college or university with major course work in urban planning, public administration, geography or a closely related field. An advanced degree in planning is highly desirable as is planning experience in the Portland Metro region; and

Experience: At least six (6) years of progressively responsible experience in land use/planning/community development, including significant project management and supervisory experience; or an equivalent combination of training and experience.

2. Supervision

Received: Work is performed highly independently with the Community Development Director providing general direction and supervision.

Exercised: Provides direct and general supervision to professional, technical, and support staff of the Planning Department.

3. Communication:

The Planning Manager is expected to communicate effectively with coworkers, management, elected officials and the general public. Must display excellent interpersonal skills and awareness of controversial and/or sensitive issues. The Planning Manager routinely interacts with other jurisdictions in the region and represents the City and the department at public hearings and meetings.

4. Cognitive Functions:

Work is governed by written City and departmental policies, procedures, ordinances, professional engineering principles and practices, and local, county, state, and federal regulations; familiarity with same and work in collaboration with other City departments and jurisdictions to resolve any discrepancies.

Ability to work collaboratively in the planning, budgeting, design, management, and construction of capital projects.

Facilitate the work of groups, committees and work teams consisting of professional, technical and non-technical members.

5. Working Conditions:

This position routinely works normal business hours, but may be required to attend night meetings. Varying amounts of time will be spent in the field and office.

Frequent repetitive motions. Often required to move about as well as remain stationary.

Duties will occasionally involve dealing with distraught or difficult individuals. Must have the ability to effectively communicate, both orally and in writing.

Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently. The duties are performed in a variety of office and field environments.

6. Resource Accountability:

This position is responsible for developing, implementing and managing assigned budgets under the guidance of the Community Development Director.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*