

**Title:** Planning Manager  
**PG:** 69  
**Status:** Civil Service  
**Position Reports to:** Director of Community Development  
**Department:** Community Development/Planning

**Class Code:** 2058  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

This is highly responsible professional and administrative work in directing city planning activities as head of the Planning Division. An individual in this position is responsible, under the general guidance of the Director and Assistant Director of Community Development, for execution and supervision of the various activities in the Planning Division. Supervision is exercised over a staff of professional and technical planning employees. Work is performed in accordance with broad directives from the department director or assistant director, with considerable independence, subject to local policies and professional standards. Work is evaluated through review of reports, and observation of the success and community acceptance of the planning program.

### **ESSENTIAL FUNCTIONS:**

1. Plans, organizes and directs the work of the Planning Division for the most efficient accomplishment of planning programs and division responsibilities.
2. Develops and initiates action or acts to carry out basic planning policy directives of the City along with preparing alternatives for consideration.
3. Prepares overall program design and grant applications for assistance in funding planning programs and progress reports as required.
4. Provides general supervision of the preparation of planning studies and reports and reviews these documents prior to publication.
5. Confers with the public and development interests on matters concerning new developments, rezoning, planning proposals and addresses community organizations and civic groups on similar issues.
6. Coordinates divisional personnel matters and functions in conjunction with the director or assistant director and other city departments.

### **ADDITIONAL RESPONSIBILITIES:**

1. Coordinates the City's concurrency management system with other departments.
2. Attends and presents material to various civic clubs, Chamber of Commerce committees and other groups.
3. Prepares the annual budget of the Planning Division and submits same for review to the Community Development Director.
4. Provides liaison between the City and related county, regional, and state agencies.
5. Performs related work as required

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Extensive knowledge of the principles and practices of public planning as applied to the collection of community planning data, and in the preparation of planning reports and studies in both graphic and written forms.
2. Considerable knowledge of economics, municipal finance and sociology as applied to public planning.
3. Thorough knowledge of national and state laws and regulations pertaining to planning growth management, zoning and comprehensive plans.
4. Ability to administer and participate in complex planning studies, and to analyze information, formulate substantive recommendations based on such studies and implement these through the public planning process.
5. Ability to present ideas and findings clearly, in written, oral, or graphic form.
6. Ability to establish and maintain effective working relationships with policy makers, associates and all City employees.

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7. Ability to plan, assign, organize and direct control work of subordinates.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, or routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Bachelor's Degree in City or Urban Planning, or a related field such as public administration, architecture, landscape architecture, geography, economics or engineering from an accredited college or university. Masters degree preferred.
2. Five (5) years of progressively responsible planning experience with a recognized planning agency.
3. A combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level two (2) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.