



**CITY OF LAKEPORT**  
**Planning Services Manager**

**Job Description**

**DEFINITION**

Under general direction of the Community Development Director, administers specified planning activities including current planning, zoning and subdivision ordinance, advanced planning and the General Plan; complex professional planning activities, such as serving as project manager for complex development and land use applications; provides professional information and assistance to the Director, the Planning Commission, the City Council, developers, contractors and the general public; performs a variety of studies and prepares and presents staff reports; serves on review committees; performs work involving inspection, regulation, and enforcement of codes and ordinances including nuisance abatement, nuisance vehicle abatement, property maintenance, and signs; builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service; and performs related work as required.

**CLASS CHARACTERISTICS**

This class is the advanced journey-level in the professional planning classification series with responsibilities spanning the full spectrum of planning functions encountered by a developing City. Incumbents may be in charge of Current Planning/Zoning Administration and/or Advanced Planning. Successful performance of the work requires an extensive professional background as well as skills in coordinating assignments with those of other City departments and public agencies. The class is distinguished from Community Development Director in that the latter has responsibility for overall planning functions and for developing, implementing and interpreting public policy. It is distinguished from the next lower level of Associate Planner in that the Planning Services Manager handles more complex applications and has full supervisory authority over lower-level Planners.

**ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Reviews land use applications for residential, commercial and industrial development; evaluates alternatives and conformance with City policies, ordinances, the General Plan and state and federal laws; prepares and presents staff reports to the Planning Commission and City Council regarding such applications.

Confers with and provides information to property owners, contractors, developers, engineers, architects and the public at the front counter, over the telephone and/or via email regarding the General Plan, zoning regulations, application procedures and requirements, and current projects.

Serves as project manager for complex planning projects, including analyzing and evaluating site and architectural plans, performing technical review for project plans and applications and making recommendations; manages consultant contracts including determining scope of work and budgets, tracking budgets and approving contract payments.

Supervises professional, technical and support staff, including determining workloads and schedules, developing and interpreting policies and procedures, effectively evaluating staff performance and making hiring and termination recommendations.

Updates and creates long-range planning documents such as the City's General Plan and other assigned plans; prepares modifications to specific General Plan elements.

Reviews applications for building permits for conformance to applicable ordinances and policies; coordinates issuance of building permits with Building Department staff.

Review applications for business licenses for conformance to applicable ordinances and policies.

Prepares written project analysis including identifying appropriate land use policy, design issues and environmental requirements; makes recommendations for action.

Serve as staff liaison for review boards, ad-hoc committees and elected officials, including providing technical advice and giving presentations.

Conducts site inspections, including determining if projects are in compliance with laws, regulations and ordinances, makes recommendations on changes.

Investigates and responds to citizen complaints regarding City codes and ordinances and initiates appropriate action.

Informs public by phone, letter, and in person regarding code regulations and violations.

Completes and maintains a variety of records, reports, documents and correspondence.

Work with other City departments and regulatory agencies having jurisdiction within the City to assure City Code conformity.

Performs other duties of a similar nature or level.

## **QUALIFICATIONS GUIDELINES**

### **Education and/or Experience**

Equivalent to graduation from a four-year college or university with major coursework in city, urban or environmental planning; architecture or a field related to the area of assignment and five years of planning related experience, which must have included two years of project management or supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

### **Knowledge, Skills and Abilities**

Principles, practices and procedures related to Federal, State and local planning, subdivision, environmental review, annexation, and zoning laws and regulations; Comprehensive plans and current planning and the development process; computer

applications related to the work, including basic GIS concepts and applications; Project management techniques; Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports; Principles and practices of effective supervision; Project management techniques; and Techniques for effectively representing the City with governmental agencies, community groups, businesses, professional and regulatory bodies and with property owners, developers, contractors and the general public. Special

Administering complex current and advanced planning and zoning conformance activities in an independent and effective manner; conducting complex planning research projects, collecting and analyzing data, evaluating alternatives, making sound recommendations and preparing effective technical staff reports; Preparing, formulating, interpreting, applying and explaining complex laws, codes, regulations and ordinances; Directing and reviewing the work of support staff on a project or day-to-day basis and training staff in work procedures; Effectively representing the department and the City in meetings with governmental agencies, community groups and various business, professional and regulatory organizations, and in meetings with individuals; Conducting zoning studies and interpreting City zoning laws, regulations and codes; Using specialized computer software such as GIS; Reading blueprints and site plans and conducting site inspections; and Communicating effectively with officials, co-workers, subordinates, the general public, representatives of organizations and others sufficient to exchange or convey information and receive work direction.

Communicate clearly and concisely, both orally and in writing; prepare and interpret ordinances and formulate land use policies; collect and analyze data and develop complex plans and reports; establish and maintain cooperative relationships with the public and other City employees; select, supervise, train and evaluate assigned staff.

Requirements

At the option of the appointing authority or the City, persons hired into this class may be required either to possess at entry or obtain within specified time limits designated licenses, professional registration, certification or specialized education and training related to the area of assignment. Must possess and maintain a valid California class C driver’s license and a satisfactory driving record.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.

**PHYSICAL PROFILE:**

Mental and/or physical ability to work in a standard office environment, operate a computer, read fine print, converse over the telephone, mobility to bend, stoop, reach and climb, strength to safely lift and carry 40 pounds and work in adverse physical and climatic conditions, as assigned.

CLASS RANGE NO.	E1
FLSA	Exempt
ADOPTION DATE	6/1/2008

REVISION DATE	1/6/2015
APPROVED BY:	<i>Margaret Silver</i>