

COUNTY OF SOLANO

PLANNING PROGRAM MANAGER

DEFINITION

Plans, organizes and manages the activities of the Planning Services Division of the Department of Environmental Management; serves as a member of the County's management team.

CLASS CHARACTERISTICS

This single position class is responsible for managing the long range and current planning as well as the integrated waste management program activities of the Planning Services Division of the Department of Environmental Management. It is distinguished from the Director of Environmental Management in that the latter has overall responsibility for all divisions and policies of the Department of Environmental Management.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Environmental Management.

Exercises supervision over the Planning Services Division Staff.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Assigns, monitors and evaluates the work of the Planning Division, including the current and long- range planning, preparation of general plan elements and coordination of policy development activities; prepares policy statements on sensitive issues for consideration by the Director, Planning Commission and the Board of Supervisors; provides input to the Director on the administration of policy matters.

Supervises, assigns and evaluates the work of subordinates; supervises long range planning including the General Plan, studies and programs; ensures program deadlines are met; presents departmental policy matters to the Board of Supervisors, Planning Commission and other public bodies; conducts public meetings and acts as staff to citizen advisory groups as assigned.

Participates in and manages the current planning function; assigns staff responsibility for carrying out and completing specific projects; prepares land use activity reports such as requests for rezoning, complaints, investigations, EIR's, use permits and relates items to the department head, Commission and Board of Supervisors; conducts public hearings as hearing officer on land use applications acting on behalf of the Zoning Administrator.

Reviews directives, interprets codes, rules and regulations; recommends changes in division

policy and procedures; assists the department head in the development of land use policy recommendations; provides current planning interpretation on controversial planning projects; reviews city and county agency plans, designs and elements of proposed and approved development projects with sponsors.

Analyzes complex and specialized planning problems for special projects; coordinates planning and proposed development activities with other governmental and private agencies; serves as liaison to advisory committees.

Develops work programs for various projects including implementation and reporting.

Prepares and monitors the annual budget for the Planning Division; monitors expenditures and offers recommendations and solutions to the department head.

Directly supervises employees; interviews and recommends candidates for hire; provides instruction and training; plans, coordinates, assigns and reviews work activities; responds to employee issues and concerns; maintains work standards; evaluates performance and recommends evaluation outcomes.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Public planning and related policies and procedures.

Land use planning.

Design review, resource management and environmental planning including CEQA.

The general plan and its elements (zoning, subdivision and environmental regulations).

County government and other governmental agencies involved in the planning process.

Principles, practices and techniques of drafting and graphic arts.

Public administration including budgeting, program planning/evaluation and supervision.

Methods and procedures of public hearings; staff role to public bodies.

Working knowledge of office computer applications.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Plan, organize and direct policy planning programs and services.

Understand, interpret and explain laws, regulations and policies governing the environment.

Develop and implement operational and administrative procedures relating to assigned division.

Identify and analyze administrative problems and implement operational changes.

Communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds and temperaments.

Establish and maintain cooperative working relationships.

Determine the appropriate course of action in emergency or stressful situations.

Understand program objectives in relation to departmental goals and procedures; establish, identify needs or evaluate program effectiveness.

Prepare budgets, funding proposals and narrative and statistical reports.

Comply with laws, regulations and professional practices governing land use planning.

Supervise the work of others engaged in planning activity; effectively delegate responsibility and authority to others; secure cooperation and teamwork among professional and/or support staff; interview people to process personnel transactions and investigate and evaluate levels of achievement and performance.

Formulate, promote and implement a variety of planning programs.

Understand and analyze expenditure reports.

Deal firmly and fairly with clients of various socio-economic backgrounds and temperaments.

Maintain accurate records and document actions taken.

Interpret political and administrative direction and incorporate it into operational policy and procedure.

Maintain confidentiality of information.

Organize and prioritize work assignments.
Make routine arithmetical calculations.

Research regulations, procedures and/or technical reference materials relating to planning.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Six (6) years of progressively responsible public planning experience including, extensive public contact associated with current planning, zoning and development activities and long range policy development.

Education/Training:

A Bachelor's degree is required from an accredited college or university in urban planning or a related field. A Master's degree in planning may be substituted for one year of experience.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid California Class C driver's license is required.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Incumbents may be required to work outside normal business hours.

Incumbents must as a condition of employment comply with Section 81000 et seq the California Government Code relating to conflict of interest reporting.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or

physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness.

Director of Human Resources

Established Date: March 1990

Revised Date: February 2003

BOS Date: June 30, 2003

I:\Classification\Class Specs\ParaProf specs\Planning Program Manager.doc