

## City of Oregon City

## Position Description

Position: Planning Manager	Management
Department/Site: Community Development	FLSA: Exempt
Evaluated by: Community Development Director	Salary Grade: 140

### **Summary**

Exercises general direction and supervision over the Planning Division while implementing current and long-range projects as a working manager. Manages resources to improve organizational productivity, quality of work, and customer service and supports the Community Development Director. Provides policy advice and represents the City with regional and state agencies.

### **Distinguishing Career Features**

The Planning Manager is responsible for managing the Planning Division, including current and long-range planning, producing current and long-range deliverables and all supportive programs and services. Advancement to this position requires the ability to accomplish all short and long-range community development objectives by coaching staff, managing the quality of work from the department, demonstrated ability to lend expertise to complex and politically sensitive planning studies, projects, development review processes, and assignments. The position is distinguished with the authority to hire, discipline, promote and otherwise fulfill the full breadth of activities of a supervisor. This position receives general direction from the Community Development Director.

### **Essential Duties and Responsibilities**

- Plans, manages, and oversees the daily functions, operations, and activities of the Planning department. Manages and participates in the development and implementation of departmental goals, policies, priorities, and budget for the division.
- Formulates and recommends policies on development, growth, land use, transportation, environmental, historic, and housing. Understands and implements City Commission goals and practices which advance diversity, equity, and inclusion. Directs and conducts communications programs to enhance public awareness of growth and planning challenges.
- Supervises, assigns, guides, and gives quality reviews of the work of planning staff. Monitors project management, work products for timelessness and quality. Reviews work plans and schedules, assignment of staff to projects, and prioritizes and resolves conflicts to ensure goals are met in a timely and fiscally responsible manner. Provides coaching and conducts performance reviews of Planning Division staff and manages coordination with outside agencies and within the City.
- Provides highly complex staff assistance to the Director; develops and reviews staff reports related to planning activities, projects, and services; presents reports to the City Commission and other city commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Conducts a variety of organizational studies, investigations, and operational studies;

recommends modifications to programs, policies, and procedures, as appropriate.

- Attends and participates in professional group meetings; stays abreast of new trends, laws, and innovations in planning; researches emerging products and enhancements and their applicability to City needs. Assures department is compliant with applicable regulations and laws.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Oversees Planning Commission meetings and other committees as needed.
- Counsels and supports the public in relation to problems, questions, and complaints about land use, land development, and zoning. Responds to difficult or complex situations by providing proper instruction, valuable opinions, and suggestions for changes.
- Provides limited counter assistance to the public.
- Reviews and adjudicates development proposals, working with the customer to complete a land use solution that complies with laws and regulations as well as desired application.
- Performs other duties as assigned that support the overall objective of the position

## **Qualifications**

### **▪ Knowledge and Skills**

Requires the skills to

- Perform diverse, specialized, and complex work involving significant accountability and decision-making responsibility.
- Organize and oversee day-to-day current or advanced planning activities, are responsible for providing professional-level support to the Community Development Director in a variety of areas, and actively manage development applications and long-range projects.
- Utilize theory, principles, standards, practices and information sources of urban planning.
- Organize, plan, and coordinate projects.
- Perform statistical analysis and interpret complex plans and maps.
- Conduct persuasive formal presentations to diverse audiences, facilitate small group processes, present ideas clearly, resolve conflict, and convey technical concepts to others.

Knowledge of

- Application of land use, physical and environmental design, historic preservation, transportation, ecological science, and zoning theory and practices
- Principles, processes practices of public administration, and management. Requires in-depth knowledge of applicable laws, regulations, codes, requirements and criteria governing planning.
- Methods and techniques used in citizen involvement and external communications.

▪ **Abilities**

Requires the ability to:

- plan, direct, and integrate the sub-functions within the department,
- including, but not limited to, long-range-planning, permitting, and supporting the community.
- Understand, interpret, explain and apply all policies, laws, regulations, codes, and ordinances applicable to the Planning Division.
- Represent the City's interests in negotiations and other dealings on a variety of difficult, complex, sensitive, and confidential issues.
- Visit remote sites and to work extended hours for the purpose of conducting meetings and public processes.
- Conduct performance reviews of subordinates in line with the accomplishments of the department.
- Coordinate large, complex, and politically sensitive projects, including budgets, timelines, and quality of work product.
- Review, prepare or direct the preparation of complex plans, applications, specifications, and legal contracts.
- Perform difficult and complex technical research and analysis of planning issues or problems.
- Learn, understand and interpret all applicable laws, regulations, policies, procedures, and standards, and planning principles and practices to complex, specialized, and diverse planning processes.
- Provide direction, train, and review the work of a small team. Requires the ability to use sound judgment when making decisions, interpretations, and in respectful communications with others.
- Work as contributing member of a team, work productively and cooperatively with other departments/agencies, and external customers, and convey a positive image of the City.

▪ **Physical Abilities**

Requires the ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature. Requires sufficient ambulatory ability to move about to office and remote locations such as construction sites. Requires auditory ability to carry on audience, ordinary, and telephonic conversation. Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts. Requires manual and finger dexterity to write and to operate computers and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time to deliver presentations, perform counter work.

▪ **Education and Experience**

The position typically requires a Masters Degree in Urban Planning, Architecture, or similar discipline and five years of progressive experience in urban planning or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

▪ **Licenses and Certificates**

Requires a valid driver's license.

American Institute of Certified Planners (AICP) certification desirable.

▪ **Working Conditions**

Work is performed primarily indoors where some safety considerations exist from physical labor and handling of medium weight, yet, awkward materials. Some outdoor site

visits.

*This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*