

CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Planning Manager (Long Range)
Department: Community Development
Division: Long Range Planning
Date: May 13, 2003

Job Code Number: 325
Grade Number: 18
FLSA Status: Exempt
Location: City Hall

GENERAL PURPOSE

Performs a variety of routine and complex administrative, technical and supervisory work in the long range planning programs of the city related to the development and implementation of land use and related municipal plans and policies.

SUPERVISION RECEIVED:

Works under the general direction of the Community Development Director.

SUPERVISION EXERCISED

Exercises supervision over planners assigned to long range planning. May supervise support staff, part-time or temporary employees or volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises long range comprehensive planning operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of long range plans and projects; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates division activities with other divisions, departments and agencies as needed.

Provides professional planning and development advice to supervisors and other officials; makes private and public presentations to supervisors, boards, commissions, civic groups and the general public. Communicates official plans, programs, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints.

Develops long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Monitors planning activities of neighboring jurisdictions; coordinates work with other affected agencies; assists in the development of regional plans, as assigned.

Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Prepares a variety of studies, reports and related information for decision-making purposes.

Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and long range comprehensive plans, projecting trends, monitoring socio-economic data, etc.

Oversees the development and implementation of long-range growth management, land use, economic development, utility, housing, transportation, facilities, solid waste or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.

Provides staff support to the Planning Commission as needed and assigned. Prepares planning reports and supporting data, including recommendations or various long range planning proposals.

Updates a variety of maps. Prepares graphics and maps for a variety of reports, plans, grant applications, publications or meetings.

Serves when assigned as a member of a planning task force composed of City, County or State groups.

Assists in maintaining the data base of information for planning purposes.

Responds to local citizens inquiring about local planning and zoning regulations and ordinances.

Assists in the administration of long range planning consultant contracts, as assigned.

Assists with the development of the City's Capital Improvement Plan (CIP).

PERIPHERAL DUTIES

Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.

Prepares and writes grant application components relating to comprehensive plans, neighborhood plans, maps, site plans, etc.

Assists in designs for parks, streetscapes, landscapes and other municipal projects as needed and qualified.

Serves as a member of various staff committees as assigned.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

Trains subordinate Planners as needed.

Assists other planning staff members as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture or a closely related field (Master's degree preferred); and

(B) Seven (7) years experience in urban planning, with at least two (2) years experience in comprehensive planning; or

(C) Any equivalent combination of education and experience, additional education substituting on a year for year basis for the required experience.

Necessary Knowledge, Skills, Abilities, and Other Traits:

(A) Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; Extensive knowledge of planning programs and processes; Working knowledge of Personal Computers and GIS applications;

(B) Skill in the operation of the listed tools and equipment; and

(C) Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; Ability to establish effective working relationships.

(D) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as

practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

SPECIAL REQUIREMENTS:

Valid State Driver's License, or ability to obtain one. AICP highly desirable but not required.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing; motor vehicle; calculator; phone; copy and fax machine; various graphic design tools.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job 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.

Approval: _____
Human Resources Manager

Approval: _____
City Manager

Effective Date: May 13, 2003

Revision History: