

## **CITY OF FONTANA PLANNING MANAGER**

**DEFINITION:** Under administrative direction from the Community Development Director, manages, directs and coordinates the activities and operations of the Planning Division including current planning and advanced planning. Coordinates assigned activities with other City departments, divisions and outside agencies, and provides highly responsible and complex administrative support to the Community Development Director. Exercises direct supervision over assigned professional, technical and clerical staff.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Recommend goals and objectives; assist in the development of and implement policies and procedures.
- Manage, direct and organize the current planning and advance planning activities of the Planning Division; coordinate Planning Division activities with other divisions within Community Development and other City departments.
- Develop and review staff reports related to current and advance planning; present reports to the Planning Commission, City Council and other commissions, committees and boards; perform a variety of public relations and outreach work related to planning activities.
- Direct, oversee and participate in the development of the Planning Division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Assist in the preparation of the Planning Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Administer, interpret and enforce the provisions of the General Plan and Zoning Development Code, Subdivision Ordinance and other municipal regulations as related to planning matters.
- Provide administrative support to the Community Development Director; assist with special projects as assigned; prepare complex and sensitive reports for State and Federal regulatory agencies.
- Review and analyze development plans for compliance with the general plan, zoning and development code and City regulations and policies; direct the review of use permits, subdivisions, rezoning requests, variances, and other land use entitlements.
- Recommend revisions and amendments related to the General Plan and Zoning and Development Code; prepare and present reports; advise the City Council and Planning Commission on development matters.
- Confer with engineers, developers, architects, a variety of agencies and the general public in acquiring information and coordinating planning related matters.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees.
- Provide information to the public regarding zoning, land use and the general plan.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance.

**EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Modern and complex principles and practices of planning program development and administration.
- Advance principles and practices of urban planning.
- Research methods and sources of information related to urban growth and development.
- Principles of economics and statistics.
- Methods and techniques of effective technical report preparation and presentation.
- Research methods and sources of information related to urban growth and development.
- Recent developments, current literature and sources of information related to municipal planning and administration.
- Pertinent Federal, State and local laws, codes and regulations.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.

Ability to:

- Organize, direct and implement a comprehensive planning program.
- Interpret planning and zoning policies and procedures to the general public.
- Analyze site design, terrain constraints, circulation, land use compatibility, utilities and other urban services.
- Interpret, apply and ensure program compliance with Federal, State and local rules, laws and regulations.
- Prepare and administer a budget.
- Prepare and analyze technical and administrative reports, statements and correspondence.
- Supervise, train and evaluate personnel.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

- Communicate clearly and concisely, both orally and in writing.

**Experience:** A minimum of five years of increasingly responsible experience in professional municipal planning including two years of administrative and supervisory responsibility.

**Education/Certification:** A Bachelor's degree from an accredited college or university with major coursework in planning, public or business administration or a closely related field. A Master's Degree and a certification by the American Institute of Certified Planners is preferred.