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## **PLANNING DIVISION MANAGER**

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### **DEFINITION**

Under administrative direction, organizes, supervises and coordinates the City's planning functions; performs complex professional current and advanced planning work; coordinates planning activities with developers and outside public agencies; provides high-level administrative assistance to the Community Development Director and serves as Acting Community Development Director in his/her absence.

### **SUPERVISION EXERCISED**

Supervises subordinate clerical, paraprofessional and professional staff.

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

Answer inquiries from the public and staff, both in person and over the phone, providing planning information and explaining procedures.

Supervise, train, evaluate, motivate and discipline subordinate staff providing technical guidance in current and advanced planning.

Oversee and participate in preparation agenda materials for the City Council, Planning Commission, Historic Preservation Commission, Development Review Committee, Monrovia Endowment of the Arts Committee and related committees.

Supervise and participate in the preparation of highly technical studies, analyses and reports related to planning activities.

Meet with developers, property owners and others to resolve planning issues.

Participate in the development of department goals, objectives, policies and procedures.

Administer and coordinates the Air Quality Management District's Transportation Demand Management Program.

Administer the City's Congestion Management Program.

Supervise and participate in film and special events permit programs and website and public records/document management.

Perform related duties as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Standard office procedures, methods and computer equipment.

Principles and practices of current and advanced planning.

Principles and practices of employee supervision, training, evaluation motivation and discipline.

Applicable Federal, State and local laws, codes and regulations.

Techniques used in dealing with the public and customer service.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Independently perform the most difficult technical planning projects and activities and analyze same.

Plan, organize, review the work of and train and supervise subordinate staff.

Respond to questions from the public and staff.

Independently interpret and apply policies, procedures, laws, codes and regulations pertaining to planning.

Independently research and analyze problems, identify solutions, project impacts of proposed actions and implement recommendations.

Independently interpret and apply planning principles and procedures.

Research, collect, compile and analyze information and data and organize work to meet schedules and timelines.

Prepare, examine and verify planning documents, reports and analyses.

Communicate clearly both orally and in writing.



Perform duties of an emergency worker in the event of a natural or other disaster.

**QUALIFICATIONS**

*Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:*

BA/BS in Planning, Urban Design, Architecture or related field and five (5) years increasingly responsible professional experience in planning, including two (2) years in a supervisory capacity. MA/MS highly desirable.

**LICENSE OR CERTIFICATE**

Possession of a valid Class C California Driver's License and a good driving record.

**ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to operate computer, calculator, telephone, portable radio and copy machine

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

