

## PLANNING OFFICER

### **Job Summary:**

Under general direction, to manage the strategic and land use planning programs of the Economic Development Work Group.

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Manages complex long-term development projects as assigned by the General Manager.
2. Leads major City policy initiatives such as sustainable building and development standards, affordable housing strategy, and urban design.
3. Advises the City Council, City Manager and General Manager on Federal, State, and regional legislative issues affecting Carson planning and development.
4. Executes City and Redevelopment Agency responsibilities under the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).
5. Plans, organizes, directs and manages the City's planning services involving current and/or advanced planning and zoning or special programs.
6. Conducts investigations and/or research to determine the need for new ordinances.
7. Compiles material and prepares staff reports for Council, Boards, and/or Commissions.
8. Supervises the preparation of regulations.
9. Establishes and maintains cooperative working relationships with community agencies and organizations concerned with planning operations.
10. Prepares program budget and monitors budget expenditures.
11. Establishes standards of performance and analyzes productive output in order to disclose areas needing improvement and to forecast future requirements for personnel, supplies, services, and equipment.
12. Prepares correspondence and reports including city regulations pertaining to planning and zoning.
13. Supervises, trains, evaluates, and/or disciplines personnel.
14. Provides information to and consults with the public and other agencies.
15. Serves on primary emergency response team in case of emergency or disaster in a position assigned by the City Emergency Plan.
16. Confers with a variety of staff members to provide information, answer questions, resolve issues and coordinate activities involving planning and zoning.
17. Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and/or Experience:**

Bachelor's degree in planning or related field and five (5) years of full-time paid professional experience in planning, including at least three (3) years in a supervisory or manager capacity. Experience and/or education in a related field may be substituted on a year for year basis.

**Knowledge of:**

- Principles of supervision and training.
- Federal, State and local regulations concerning planning and zoning.
- Office practices and procedures.
- General record keeping practices.
- Budget preparation and control.
- Principles and practices of supervision and management.
- Principles and practices covering current and advanced planning and zoning.
- Principles of economics, statistics, and sociology.
- Grant-in-aid programs as they relate to planning.
- City organization, operations, policies and procedures.

**Skill and/or Ability to:**

- Efficiently and effectively manage the operation of the Planning Division.
- Analyze and interpret data pertaining to planning and zoning.
- Develop and implement a program budget.
- Maintain accurate records and prepare grammatically correct, concise reports.
- Supervise and direct the day-to-day activity of staff personnel.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Understand and work within the scope of authority.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Plan and organize work.
- Train, supervise and evaluate personnel.
- Establish and maintain effective working relationships with others.

**License:**

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Are subject to inside and outside environmental conditions.
- Use a personal vehicle in the course of employment.
- Are required to attend period evening meetings and/or travel within and out of City boundaries for office business.
- Are required to work evenings and/or weekends.