CITY OF TUALATIN
Classification Description

Job Title: Planning Manager
Department: Community Development
Reports To: Community Development Director
FLSA Status: Exempt

Summary: Under the general direction of the Community Development Director, plans, organizes, oversees, coordinates and reviews the work of professional and administrative staff performing difficult and complex support related to all programs and activities of the current or long-range planning functions. Manages the effective use of the City's planning resources to improve organizational productivity and customer service, provides highly complex and responsible support to the Community Development Director in areas of expertise.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

Oversees and administers the programs of the Planning Division; in coordination with the Community Development Director, determines needs, sets goals and objectives of the division.

Formulates Planning Division annual and long-term budget estimates for review by the Community Development Director. Maintains records and makes reports concerning the operation of the division as required.

Confers with and maintains professional working relationships with civic leaders, and other local authorities and development specialists to devise and recommend arrangements of land and physical facilities for residential, commercial, industrial, and community uses.

Provides information and assistance to developers and the general public on matters related to development requirements in the City, the planning process and City Council procedures.

Reviews, researches, develops and updates the City's Comprehensive Land Use Plan. Ensures that the plan meets the goals prescribed by regional and state planning agencies, as well as Tualatin's City Council and citizens' advisory committees.

Coordinates work of the division with other City departments and a variety of local, regional and state planning agencies and departments. Provides technical assistance to City staff as necessary.

Prepares or reviews staff reports developed by Planning Division staff to ensure compliance with ordinances.
Researches, investigates, and analyzes planning district changes, variances, conditional use permits, comprehensive plan amendments, land use, and related planning matters. Prepares staff reports for City Council.

Serves as staff to the Tualatin Planning Advisory Committee and to the Architectural Review Board. Answers questions relative to Planning Division programs and functions; advises on planning related matters.

Prepares maps, graphs, charts and illustrations as may be required for studies and presentations.

Drives to city facilities, vendors, training programs, and meetings as necessary.

**Supervisory Responsibilities:** Directly supervises employees in the Planning Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**COMPETENCY:** To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Manages competing demands.

Analytical - Synthesizes complex or diverse information; Collects and researches data.

Attendance – Consistently at work and on time.

Cost Consciousness - Develops a budget request that reflects the objectives of the functional areas of the department. Works within approved budget.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance.

Delegation - Delegates work assignments; Gives authority to work independently; Sets expectations and monitors delegated activities.

Design - Generates creative solutions; Applies design principles; Demonstrates attention to detail. Makes use of manual and software design tools.

Interpersonal Skills – Requires the ability to work as a contributing member of the organization, work productively and cooperatively with others and the public, and convey a positive image of the City and its services.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes
appropriate people in decision-making process; Makes timely decisions. Applies regulations to field conditions.

Managing People - Develops subordinates' skills and encourages growth; Improves processes, products and services.

Motivation - Sets and achieves challenging goals.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Organizational Support - Completes administrative tasks correctly and on time; Supports organization's goals and values.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Quality Management - Looks for ways to improve and promote quality. Demonstrates accuracy and thoroughness.

Safety and Security - Observes, and ensures subordinates observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures others use, equipment and materials properly.

Teamwork – Is an effective and cooperative team member who balances team and individual responsibilities.

Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Technical Knowledge/Ability: Knowledge and practical usage of clear, concise writing skills in the planning area. Working knowledge of Oregon land use laws. Knowledge of the principles, practices and current issues of planning
or ability to acquire such general knowledge and understanding of government organization and relevant public laws.

Ability to perform research, compile technical data, draft maps, plans and related documents. Ability to write reports and textual material relating to planning programs.

Other Skills and Abilities: Considerable knowledge of the principles and practices of municipal planning and zoning. Considerable knowledge of the methods and techniques of planning. Considerable knowledge of governmental and legal procedures and terminology in connection with planning.

Some knowledge of principles of public sector budgeting. Knowledge of management methods and techniques and ability to apply inter group relation skills gathered through education and/or experience.

Ability to plan, organize and direct the activities of a department. Ability to analyze and provide appropriate recommendations for solving specific problems. Ability to manage complex planning and physical improvement projects. Ability to perform research, compile technical data, draft maps, plans and specifications. Ability to write reports concerning proposed plans for economic and physical growth.

Ability to communicate effectively in both written and oral form. Ability to speak before large gatherings. Ability to establish and maintain effective relationships with commissions, governmental agencies, the general public and other employees.

Language Skills: Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Computer Skills: To perform this job successfully, an individual should have the ability to operate a personal computer, knowledge of database, spreadsheet and scheduling software; Experience with Internet usage and with e-mail.

Certificates, Licenses, Registrations: Member of American Planning Association (APA) and American Institute Certified Planners (AICP) preferred. Possession of, or the ability to secure possession of, a valid driver’s license.

EDUCATION and/or EXPERIENCE: Five years of demonstrated progressively responsible professional experience in the field of comprehensive planning,
zoning and project administration, including two years in a supervisory or lead capacity. Graduation from an accredited college or university with a Masters degree in Urban Planning, Social Science or a related field such as Economics, Business or Public Administration.

Any satisfactory equivalent combination of education and experience, which ensures the ability to perform the work, may be substituted for the above.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and work environment 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.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this Job, the employee will be subject to a flexible schedule and is frequently required to attend evening meetings at City facilities or at a remote location. Ability to drive or be transported by private or public transportation required. The noise level in the work environment is usually moderate.