

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.

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

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Change Management - Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Cost Consciousness - Works within the approved budget; Conserves organizational resources; Develops and implements cost saving measures.

Crisis Management – Able to maintain calm in non-standard situations; Recognizes what is most suitable in a given situation; Exhibits decisiveness and responsibility; Knows when to consult and involve others.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Dependability - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

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

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

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.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

Managing People - Includes staff in planning, decision making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal & external); Fosters quality focus in others; Improves processes and services; Continually works to improve supervisory skills.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

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

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

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

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project activities.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

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

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; 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 Bachelor's 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.