

Los Alamos County

Job Description and Classification



LOS ALAMOS

JOB TITLE:	Planning Manager
JOB CODE:	3522
CLASSIFICATION:	Exempt
DEPARTMENT/DIVISION:	Community Development
SUPERVISOR:	Community Development Director or Designee

Position Summary:

Under general supervision of the Community Development Director or designee, manage the functions of the Planning Division, providing a wide range of planning services and supervision, including administrative, current planning and advanced planning activities; perform technical long range and current planning work and other duties as required.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification.

Essential Duties and Responsibilities:

- Supervises and directs the functions of the Planning Division and provides technical analysis of the application of planning and zoning laws, municipal code, general plan and other technical documents and strategies.
- Directs, coaches and trains staff, monitors and evaluates performance; meets regularly with staff to discuss and resolve priorities, workload, resource allocation, budgets, technical issues, personnel issues, quality standards, and services.
- Develops and implements division policies and procedures, plans and goals.
- Prepares Planning Division budget for review and approval by the CDD Director. Monitors expenditures of Planning budget.
- Serves as technical advisor to the Community Development Director and other County staff on land use and other technical areas pertaining to development and other planning activities.
- Monitors and assigns caseloads, workflow, and timeline requirements for each planning assignment; assures that quality and timeliness standards are met, and quality customer services are provided.
- Coordinates or oversees special planning studies and provides overall direction to the planning and development review process; coordinates the process with IDRC and other County departments; prepares or oversees the preparation of staff reports, resolutions, research reports and other material for presentation to P&Z and County Council.
- Provides direction to subordinate staff on the processing of planning entitlements, such as subdivisions, use permits, and design review for conformance with laws, regulations and County standards.
- Represents or ensures appropriate representation of the division at public meetings and in presenting planning matters to the County Council, Planning and Zoning Commission, and citizen committees as required
- Assures all planning work activities are in compliance with County, state and Federal regulations, standards and timeframes.

- Administers or provides direction to subordinates in the administration of contracts with professional planning consultants retained for the development of plans, and related studies and reports; providing direction and oversight as needed.
- Meets with developers and the general public regarding advanced planning efforts, development applications and processes to explain purposes, regulations, policies and accepted development Practices
- Acts as case manager for complex and sensitive planning projects; Develops budgets for more complex or sensitive projects, writes requests for proposals and project specifications, administers bidding process, manages contracts, verifies contract expenditures and compliance, writes and monitors grants.
- Works with other division managers and CDD Director to improve department customer service, operations, and streamline work processes.
- Represents Department in the coordination of planning projects and complex issues with other state and regional agencies; explains and interprets County programs, policies, and activities.
- Ensures that the Planning Division supports the relationship between the County and the general public by demonstrating courteous and professional behavior when interacting with citizens, visitors, and County staff; promotes County Council goals and priorities, and complies with all County policies and procedures.
- Ensures timely updates to the Division webpage.
- In the absence of the Community and Economic Development Department Director, may serve as the acting Director.
- Maintains absolute confidentiality of work-related issues and County information; performs other duties as required or assigned.

Minimum Qualifications:

- Master's Degree from an accredited college or university in Urban Planning, Public Administration or closely related field, or equivalent combination of education and related work experience.
- Five years of increasingly professional planning experience with two (2) years of experience in a management or supervisory role.

Preferred Qualifications:

- Certification by the American Institute of Certified Planners.

Knowledge, Skills, and Abilities:

- Advanced knowledge of the principles, practices and methods of a modern, comprehensive, municipal planning program.
- Advanced knowledge of specialization such as urban design, land use planning, historic preservation and transportation planning.
- Knowledge of the principles, practices and methods of supervision, training techniques, personnel management, leadership, organizational and operational control.
- Advanced knowledge of the philosophies, principals, practices and techniques of long range and comprehensive planning formulation.
- Knowledge of general principles of effective administration and budget preparation
- Ability to interpret and apply zoning regulations and planning concepts to unusual or difficult land use problems.
- Flexibility and effectiveness when experiencing interpretation of regulations, work priorities and budgetary challenges.

- Advanced skill in customer/client relationships, establishing and maintaining effective working relationships with employees and the general public.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds with co-workers at all levels.
- Knowledge and experience in real estate development and construction processes and issues.
- Skill in oral and written communication for preparing and presenting planning reports and projects.
- Skill in interpersonal communication for facilitating relationships with elected/appointed officials or other decision-makers.
- Knowledge of a variety of citizen involvement techniques and processes.
- Ability to manage multiple, complex and/or high profile assignments.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit and stand; use sense of smell; have manual and finger dexterity; stoop, and talk or hear. The employee is frequently required to walk, climb stairs and work in undeveloped land. The employee is occasionally required to crawl, climb heights, reach above shoulder level, crouch, kneel, balance, push/pull, and carry. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is performed in an office setting with a moderate noise level and in outside environments conducting field inspections for code violations and development plan compliance with moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Travel, attendance at various meetings, and work outside normal business hours may be required.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Department Director: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Reviewed:

Created: 05/01/2017