



CLASSIFICATION NO. 359

Established: 11/94

Revised: 12/07, 7/23

Archived: 7/12

Reactivated and Revised: 2/17

FLSA: Exempt

EEO: 1

## **PLANNING MANAGER**

### **CLASS CHARACTERISTICS**

Under direction, to manage, organize and lead current, long range, regional transportation and land use planning programs and projects; to ensure the programs comply with local, regional, and statewide laws; to engage in state, local, and regional transportation policy initiatives; to maintain close working relationships with the Planning Commission, review boards, advisory committees, other County departments, outside agencies, and community members; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Department of Transportation and Development (DTD) provides programs and services to County residents and businesses through the following Lines of Business: Transportation Services, Development Services, Community Services, Visioning Services and Administrative Services.

The Planning Manager oversees the work of professional staff and project teams involved in a variety of planning, development, and zoning activities. Incumbents will assist department leadership with policy, planning and strategy development and actively participate on complex, high profile and/or politically sensitive planning issues.

The Planning Manager differs from the Planning Director which has overall responsibility to oversee and manage all planning and zoning activities within the Land Use, Development Review & Permitting, and Long-Range Planning programs.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Supervises and participates in the development and implementation of current, long range, land use and transportation planning; supervises the research and preparation of recommendations on proposed developments, permit processing activities, and report writing related to planning activities within the county; participates in the development and implementation of revisions to the County's comprehensive plan and zoning ordinance; represents the department on current and long range planning matters before the Planning Commission, and other decision making bodies or community advisory groups; coordinates the development review activities with other divisions of the County and agency partners to ensure input is obtained regarding long-range land use, transportation and current planning activities.

2. Directs the scheduling of public hearings and meetings and the preparation of notification materials relative to land use and zoning; ensures timely actions and accurate information including recruitment of Commission and Committee members (Planning Commission, Design Review, and Historic Review) and Hearing officers; reviews and interprets legal standards, rule changes, and new regulations affecting land use and zoning in the County.
3. Supervises and hires assigned staff; prepares performance evaluations, recommends and administers progressive discipline; facilitates staff training and development; provides day-to-day leadership to staff to ensure the highest level of service to the public is provided; promotes cooperative team efforts among staff with other County departments; provides assistance to program staff with work load management, facilitation, and assigning specific tasks and projects, identifying needed resources, creative problem solving, customer service assistance and conflict resolution.
4. Develops and monitors programs and policies, work plans, and budgets; assists with the implementation of Clackamas County's Strategic Plan and Performance Measures; advises senior department leadership on the progress of the current planning program, community development and regional transportation issues, and the status of land use development review issues.
5. Manages public involvement in the planning process; provides assistance to the public regarding requirements for land development and providing complaint resolution on any aspect of county planning and development; makes public presentations and facilitates public meetings.
6. Researches and analyzes pending and proposed legislation, administrative rules, regulatory requirements, etc. that significantly impact department operations and services; provides recommendations and proposals to topics; acts as Department legislative liaison in close collaboration with PGA.
7. Leads and manages specific complex, highly visible, sensitive, and/or controversial projects and initiatives; provides project management and oversight of consultants, project teams, and County professional staff; prepares and presents key topics to management, and/or key stakeholders; ensures projects are completed on time and on budget.
8. Develops, prepares and negotiates intergovernmental agreements with cities, special districts and other agencies.
9. Represents the County on regional and state committees, task forces, community advisory groups and other decision making bodies; coordinates with other County departments and agency partners.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles, practices, and methodologies of city, county, regional and statewide planning and land use laws; principles and practices of land use and design; public administration, including public policy and decision making; federal, state and local legislative processes; organization and function of County departments and agencies; federal, state, and local government operating methods and procedures; strategic plans and cooperative programs relating to intergovernmental operations; techniques of mediation, negotiation, and public relations; principles and techniques of supervision and participative management theories.

Working knowledge of: Principles and practices of personnel management and contract administration; project management techniques; automated systems; computer applications including word processing, spreadsheets and data bases; English grammar and composition; principles and techniques of public speaking; creative citizen involvement techniques and processes; effective time management; organizational leadership and mentoring.

Skill to: Plan, organize, train and oversee the work of regular and contract staff and consultants; direct staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; communicate department and policy positions clearly, logically, and persuasively to a wide spectrum of individuals and groups both verbally and in writing; interpret and apply contract language;; prepare and deliver oral presentations; organize and conduct comprehensive research studies; analyze, interpret, and make recommendations on complex data, laws, and regulations; understand, interpret, and apply Federal, State, and local statutes, rules, and regulations relevant to assigned programs; successfully manage multifaceted, controversial land use or transportation projects; prepare and administer a program budget; analyze legislation and other issues for potential impact on Department operations; establish and maintain cooperative working relationships with the public, other County personnel, special interest groups, elected officials and other public and private agencies; effectively represent County interests before other governmental agencies; public meeting facilitation;

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

### **PRE-EMPLOYMENT REQUIREMENTS**

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 2/17