

Planning Manager Job Duties Matrix

Duty	Senior Planner	Planning Manager
Provide technical advice to other departments, the general public, contractors and other professionals including explaining City Ordinances, regulations, resolutions and planning and zoning policies	X	X
Prepares staff reports and conditions of approval for City Planning Commission and City Council	X	X
Advises City Planning Commissioners and City Council on planning and economic development matters	X	X
Schedules public hearings and leads as necessary in discussions regarding proposed projects		X
Conducts site inspections, including determining if projects are in compliance with laws, regulations and ordinances, makes recommendations on changes.	X	X
Reviews cases in manner that ensures compliance with applicable federal, state and local laws, codes and regulations, including the California Environmental Quality Act (C.E.Q.A.) and the National Environmental Protection Act (N.E.P.A.)	X	X
Prepares environmental documents for internal projects		X
Manages current and long range planning activities		X
Reviews work of professional planning consultants retained for the development of plans, specifications, studies and reports	X	X
Drafts amendments for zoning and subdivision ordinances	X	X
Research and write new ordinances		X
Manages the Development Review Committee		X
Review of development applications	X	X
Coordinate review and approval of tract maps with Engineering		X
Oversees, review and negotiates on behalf of the City for planning case proposals including site design and environmental review.	X	X
Conducts research and analysis of information and studies involved with planning and economic development	X	X
Assists in planning, assigning, and direction and exercises administrative supervision over contracts/contract employees engaged in a wide variety of planning and environmental services		X
Recommends and helps administer policies and procedures		X

Principal Engineer Job Duties Matrix

Duty	Public Works Manager	Principal Engineer
Serves as a resource for the division; coordinates divisional activities with other departments, and organizations; provides information and resources to City officials, departments and other organizations as appropriate	X	X
Prepares conditions of approval for City Planning Commission and City Council		X
Oversees work of contractors and consultants as related to public works systems	X	X
Attends meetings with the State Water Resources Control Board, Regional Water Quality Board and EPA	X	X
Provides staff assistance and technical support to the division and other departments; conducts financial, organizational and operational studies; makes recommendations to address and resolve identified problem areas	X	X
Oversees and/or participates in the development, implementation and maintenance of the division goals, objectives, policies and procedures; ensure that divisional goals are achieved	X	X
Plans, coordinates and reviews the work plan for new and assigned projects which may include construction and renovation projects; provide administrative and technical direction to division's supervisory and technical staff	X	X
Supervise and participate in the preparation and administration of the capital improvement program and budget		X
Supervise and participate in the preparation of special engineering studies and reports		X
Design various public works projects such as sewer improvements, storm drain improvements, street improvements, and street lighting projects		X
Resolves conflicts or problems between staff and developers	X	X
Leads or participates in discussions regarding engineering projects		X
Create, oversee and administer standard drawings and specifications for the Public Works Department	X	X
Assist in the development and implementation of goals, objectives, policies and priorities		X
Requires Bachelor's Degree in Engineering or related field		X

Assistant Director of Public Works Job Duties Matrix

Duty	Principal Engineer	Assistant Director
Serves as a resource for the division; coordinates divisional activities with other departments, and organizations; provides information and resources to City officials, departments and other organizations as appropriate	X	X
Prepares conditions of approval for City Planning Commission and City Council	X	X
Oversees work of contractors and consultants as related to public works systems	X	X
Attends meetings with the State Water Resources Control Board, Regional Water Quality Board and EPA	X	X
Provides staff assistance and technical support to the division and other departments; conducts financial, organizational and operational studies; makes recommendations to address and resolve identified problem areas	X	X
Oversees and/or participates in the development, implementation and maintenance of the division goals, objectives, policies and procedures; ensure that divisional goals are achieved	X	X
Plans, coordinates and reviews the work plan for new and assigned projects which may include construction and renovation projects; provide administrative and technical direction to division's supervisory and technical staff	X	X
Supervise and participate in the preparation and administration of the capital improvement program and budget	X	X
Supervise and participate in the preparation of special engineering studies and reports	X	X
Design various public works projects such as sewer improvements, storm drain improvements, street improvements, and street lighting projects	X	X
Assist in planning, assigning, and direction over divisional employees engaged in a wide variety of engineering services, public works maintenance and operating tasks;		X
Schedules public hearings and leads assists as necessary in discussions regarding proposed public works projects;		X
Serves as Acting City Engineer in City Engineer's absence		X
Assist in the development and administration of the department budget		X
Coordinates the selection training, development, evaluation and discipline of department assigned staff pursuant to City guidelines and agreements		X
Requires Bachelor's Degree in Engineering or related field	X	X

Transit Operations Manager Job Duties Matrix

Duty	Transit Operations Supervisor	Transit Manager
Plans, prioritizes, assigns, supervises, reviews, and participates in the daily transit, fixed-route, and paratransit operations	X	X
Determines manpower and equipment needed to maintain operations	X	X
Schedules drivers and directs coverage of driver call outs	X	X
Evaluates services and develops or modifies routes as needed	X	X
Establishes schedules and methods for providing transit services; identifies resource needs and reviews those needs with appropriate management staff; allocates resources accordingly	X	X
Participates in the development of policies and procedures	X	X
Monitors work activities to ensure compliance with established policies and procedures	X	X
Makes recommendations for changes and improvements to existing standards and procedures; implements approved policies and procedures	X	X
Recommends and assists in the implementation of goals and objectives	X	X
Participates in the selection of assigned transit operations staff and makes recommendations for hiring and termination to the Director		X
Works with employees to correct deficiencies; implements discipline procedures	X	X
Participates in the preparation and administration of assigned program budget; submits budget recommendations; monitors expenditures	X	X
Assists in conducting random investigations of bus driver driving records; maintains accurate and complete driving record files for audits	X	X
Manages all aspects of annual CHP audit of vehicle maintenance, ensuring compliance with State law		X
Reviews operator inspection reports; coordinates maintenance and repair activities for transit operations equipment and vehicles	X	X
Manages all aspects of staff training and curriculum in accordance with State and Federal laws		X
Responds to public inquiries; provides information to the public in person and on the telephone; resolves complaints in an efficient and timely manner	X	X

