Planning Manager Job Duties Matrix	İx	
Duty	Senior Planner	Planning Manager
Provide technical advice to other departments, the general public, contractors and other		
professionals including explaining City Ordnances, regulations, resolutions and planning		
and zoning policies	×	×
Prepares staff reports and conditions of approval for City Planning Commission and City		
Council	×	×
Advises City Planning Commissioners and City Council on planning and economic		
development matters	×	×
Schedules public hearings and leads as necessary in discussions regarding proposed		
projects		×
Conducts site inspections, including determining if projects are in compliance with laws,		
regulations and ordinances, makes recommendations on changes.	×	×
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.)	×	×
Prepares environmental documents for internal projects		×
Manages current and long range planning activities		×
Reviews work of professional planning consultants retained for the development of plans,		
specifications, studies and reports	×	×
Drafts amendments for zoning and subdivision ordinances	×	×
Research and write new ordinances		×
Manages the Development Review Committee		×
Review of development applications	×	×
Coordinate review and approval of tract maps with Engineering		×
Oversees, review and negotiates on behalf of the City for planning case proposals		
including site design and environmental review.	×	×
Conducts research and analysis of information and studies involved with planning and		
economic development	×	×
Assists in planning, assigning, and direction and exercises administrative supervision over		
contracts/contract employees engaged in a wide variety of planning and environmental		
services		×
Recomends and helps administer policies and procedures		×

objectives,  x  x  x  x  x  x  x  x  x  x	
	Review and approval of business licenses
	Annual Development Agreement reviews
	Assists in departmental budgeting process
	Reveiws invoices for accuracy and codes for payment
	Prepares requisitions and purchase orders
	Respond and resolve difficult and sensitive citizen inquiries and complaints
objectives,	policies and procedures
	Directs and participates in development and implementation of City's goals, objectives,
×	organizations
professional	advisory committees, local, state, federal and other planning agencies and professional
community,	Represents the Community Development Department in relations with the community,
×	Community Development functions
ממ	Arts in the Community Developments Directors absence including overseeing all

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	×
Prepares conditions of approval for City Planning Commission and City Council	×
Oversees work of contractors and consultants as related to public works systems  X	×
Attends meetings with the State Water Resources Control Board, Regional Water Quality	
Board and EPA 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	×
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	×
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	×
Supervise and participate in the preparation and administration of the capital	
improvement program and budget	×
Supervise and participate in the preparation of special engineering studies and reports	×
Design various public works projects such as sewer improvements, storm drain	
improvements, street improvements, and street lighting projects	×
Resolves conflicts or problems between staff and developers X	×
Leads or participates in discussions regarding engineering projects	×
Create, oversee and administer standard drawings and specifications for the Public Works	
Department	×
Assist in the development and implementation of goals, objectives, policies and priorities	×
Requires Bachelor's Degree in Engineering or related field	×

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Assistant Director of Public Works Job Du	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	×	×
Prepares conditions of approval for City Planning Commission and City Council	×	×
Oversees work of contractors and consultants as related to public works systems	×	×
Attends meetings with the State Water Resources Control Board, Regional Water Quality		
Board and EPA	×	×
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	×	×
Oversees and/or participates in the development, implementation and maintenance of		
the division goals, objectives,policies and procedures; ensure that divisional goals are		
achieved	×	×
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	×	×
Supervise and participate in the preparation and administration of the capital		
improvement program and budget	×	×
Supervise and participate in the preparation of special engineering studies and reports	×	×
Design various public works projects such as sewer improvements, storm drain		
improvements, street improvements, and street lighting projects	×	×
Assist in planning, assigning, and direction over divisional employees engaged in a wide		
variety of engineering services, public works maintenance and operating tasks;		×
Schedules public hearings and leads assists as necessary in discussions regarding		
proposed public works projects;		×
Serves as Acting City Engineer in City Engineer's absence		×
Assist in the development and administration of the department budget		×
Coordinates the selection training, development, evaluation and discipline of department		
assigned staff pursuant to City guidelines and agreements		×
Requires Bachelor's Degree in Engineering or related field	×	×

×		projects
		including planning, scheduling, budgeting, service requests, and City initiated construction
		Oversight, planning, and management of Public Works Street maintenance division
×		Services, and other City led projects
		Management of Capital Improvement project accounting for Public Works, Community
×		development, capital improvement, and utility/encroachment construction
		Oversight, management, and administration of Public Works permitting process for
		Oversight, management, and administration of City's Development Impact Fee program
,		מחוווווזנומנוטוו, מווע אמצפוויפונ וויטומנטו שווי ווואופוויפונימניטוו.
<		administration and management more than implementation
		immediate and long range planning and needs analysis, treatment methods, contract
		Management and oversight of annual pavement management program including budget,
×		programs, traffic planning and engineering special projects
		street services, wastewater, land developments, traffic engineering, capital improvement
		the activities and operations of the Public Works Department, including engineering,
		Under direction of the Public Works Director, assist in planning, oversight and direction of
×		organizations;
		committees, local, state, federal and other public works agencies and professional
		Represents the Public Works Department in relations with the community, advisory
×		Respond and resolve difficult and sensitive citizen inquiries and complaints.
×	×	Requires registration as a licensed Professional Engineer in California

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