

Planning Manager

Department: Planning & Community Development

Salary Range: \$80,000 – \$90,000 annually

This position is responsible for coordinating the development and implementation of the City Comprehensive Land Use Plan and related programs and projects and advising City staff and external customers on matters related to urban planning issues. The Planning Manager exercises full responsibility for planning, organizing and directing the work activities of the Planning staff, and acts as Secretary of the Planning Commission and the Historic Preservation Commission (HPC).

Major Duties

Accepts management responsibility for the activities, operations and services related with Planning & Community Development; directs, coordinates, reviews and participates in the work of professional and technical employees in data collection, analysis, plan formulation, implementation and maintenance of a wide variety of planning, code enforcement, and zoning activities; provides interpretation of the General Plan, zoning, and city ordinances; coordinates activities with other City departments, outside agencies and organizations.

- Supervises and participates in the development, implementation and maintenance of city goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance and meeting city goals; ensures that goals are achieved.
- Coordinates the selection, orientation, training and evaluation programs for assigned personnel; provides or coordinates staff training; provides positive motivation for employee performance; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of staff to ensure compliance with applicable federal, state and local laws, codes and regulations.
- Provides technical and professional advice; prepares and coordinates reports and presentations on current planning issues for City Council, Planning Commission, HPC, community groups and regulatory agencies; ensures timely action on City Council and Planning Commission/HPC directives and initiatives.
- Monitors and keeps informed of current trends in the field of urban planning and community development, including legislation, court rulings, and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.
- Responds to the most complex and difficult inquiries and requests for information; provides information and resolves service issues and complaints; represents the department with other City departments, other agencies, civic groups and the public.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

Minimum Qualifications

Bachelor's degree in City, or Regional Planning or related field; three (3) years work experience in related field; Master's degree and American Institute of Certified Planners (AICP) Certification desired; must possess valid State of Georgia driver's license equivalent combination of education and experience.

Knowledge Required by the Position

- Knowledge of City and department policies and procedures;
- Knowledge of City and State planning requirements;
- Knowledge of modern principles, practices, operations, services and activities of zoning and planning programs;
- Knowledge of City zoning ordinances, codes, regulations and policies;
- Knowledge of historic, existing and future issues of properties regarding zoning and land use;
- Skill in using independent judgment and discretion;
- Skill in prioritizing and scheduling assignments;
- Skill in operating modern office equipment;
- Skill in basic computer applications for word processing and spreadsheets;
- Ability to analyze and interpret data, studies, laws, regulations, goals and objectives to City officials, developers and the general public;
- Ability to establish and maintain cooperative and effective working relationships with others;
- Ability to maintain routine records;
- Ability to communicate effectively verbally and in writing;
- Ability to identify, coordinate and resolve a wide variety of issues in the development of land use policy;
- Ability to operate City vehicles.