

CITY OF BEAVERTON

Planning Manager

General Summary

Plan, organize, and supervise the activities and staff of a Planning division. Direct and participate in complex planning projects and programs.

Key Distinguishing Duties

Responsible for managing programs and staff of a division, including hiring employees; responding to grievances and overseeing the disciplinary process as needed.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Develop, review, approve and implement division work plans, services, policies, procedures and reports. Set performance standards and expectations. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
2. Report to and communicate through the Department Director at appropriate times and intervals on self-evaluations of performance related to the Department's strategic plan, division responsibilities and Planning Commission/City Council policies.
3. Manage staff to ensure City and department goals and objectives are met. Schedule, assign and review work. Recommend hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary process according to the collective bargaining agreement and City policy. Assist staff in their professional development.
4. Administer the City's Comprehensive Plan and Development Code as it relates to assigned planning programs and projects. Monitor state and regional planning requirements. Recommend revisions to Comprehensive Plan, Development Code, and policies as necessary; oversee assigned division's code and policy revisions.
5. Coordinate with multiple agencies on regional planning projects to develop mutually beneficial solutions. Work with citizen groups, elected officials, developers, and local and state representatives to resolve planning issues.
6. Develop, manage and facilitate strategies for the resolution of complex planning issues. Implement strategies in assigned division, monitor progress and take corrective action as necessary. Work on a cross-divisional and cross-department basis, collaborating with other groups to achieve mutual goals, objectives and projects.

7. Research, develop, implement and manage funding opportunities for planning projects and programs in area of assignment.
8. Assist in determining City's exposure to liabilities on planning related issues through coordination with legal counsel.
9. Prepare, negotiate and monitor urban service, annexation, intergovernmental and other agreements servicing City interests, as appropriate. Provide regional and local perspective on issues. Work with elected officials to implement agreements.
10. Prepare, recommend and monitor division budget. Provide explanation for revisions.
11. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
12. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
13. Produce an acceptable quantity and quality of work that is completed within established timelines.
14. Provide direction and set standards for excellent internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution.
15. Represent the division and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
16. Provide employees with appropriate job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
17. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
18. Participate in the City Emergency Management program including classes, training sessions and emergency events.
19. Follow standards as outlined in the Employee Handbook.
20. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required for Entry

- ◆ Expert knowledge of current issues, trends, practices and principles of comprehensive long/short range urban planning.
- ◆ Expert knowledge of the standards, laws, codes, ordinances and regulations governing comprehensive long/short range urban planning including permitting and the land use applications process.
- ◆ Advanced knowledge of the practices and principles of project management.
- ◆ Advanced knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Working knowledge of mathematical and statistical principles and analysis.
- ◆ Working knowledge of geographic information systems.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of human resources management practices.

Skills/Abilities Required

- ◆ Productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Effectively manage staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Build consensus among various groups and individuals.
- ◆ Communicate effectively both verbally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Develop project timelines and reports.
- ◆ Adapt and adjust to changing circumstances or priorities.
- ◆ Land use planning issue interpretation and analysis.
- ◆ Policy/program development and implementation.
- ◆ Successfully manage the operations and budget of a division.
- ◆ Make presentations and develop reports that may include technical information.
- ◆ Use word processing and spreadsheet programs and other software applications as required for position.

Minimum Qualifications Required

Bachelor's degree in planning, geography, public administration, landscape architecture, or related field, and 6 years progressively responsible experience in land use planning, including 2 years in a supervisory or lead role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ American Institute of Certified Planners (AICP) certification preferred.

Working Conditions

Regular focus on a computer screen with precise control of fingers and hand movements; occasional dealing with distraught or difficult individuals; regular attendance at meetings or activities outside of normal working hours; weekly operation of a motor vehicle on public roads.

Classification History

Established: 7/2013

Status: M2

FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date