

CLASSIFICATION ADDENDUM

Job Title: Planning Manager

Classification Specification: Senior Manager/Program Manager

Barg Unit: Non

Pay Grade: D63

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Planning Manager performs duties managing and supervising the Planning division, to include the preparation, interpretation, implementation and enforcement of applicable plans, codes, and regulations; completes studies of planning issues; evaluates, prepares and presents technical and professional recommendations; represents the Department in official meetings to explain planning and zoning regulations and determinations; represents the City for planning and land use related matters before local, regional and state boards; supervises staff; prepares and monitors the Development Code supervises the issuance of licenses and permits, and recording of all development proposals; serves as Chairperson of the Development Review Committee, participates in meetings, and supervises the preparation of the Committee's findings; provides primary staff support for intergovernmental land use planning, and functions as a liaison between the City and both the public and private sector on all development proposals. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of planning, geography, or public administration with progressively responsible professional planning experience, including management experience.

Licensing Requirements:

- A valid Oregon driver's license at time of appointment.

Knowledge:

- Theory, principles, practices of land-use planning;
- Federal, State, and local regulations as they relate to land use plans and planning processes;
- Principles and rules which regulate city, county and regional planning and zoning;
- Techniques used in the development of general plans and environmental impact reports.

Skills: *(Demonstrated skill in performing the following)*

Qualification For Grade Progression: N/A

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis. Travel as required.
--

Addendum History

Created: 2012.01