

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Advanced Planning Manager	Job Family: 2
General Classification: Management	Job Grade: 40

Definition: To plan, organize, direct, and supervise the Advanced Planning activities of the Planning Division, including ensuring all long-range planning projects and documents conform to/support the City's Zoning Ordinance, General and Precise Plans, and other State, regional, and local regulations; provide staff supervision and training in the above matters; and assist the Assistant City Manager/Community Development Director in the overall leadership of the department.

Distinguishing Characteristics: Receives general direction from the Assistant City Manager/Community Development Director and/or Assistant Community Development Director. Exercises direct supervision over other management, professional, technical, and clerical staff in the Planning Division.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Plan, direct, and coordinate the work of the Advanced Planning Section of the Community Development Department.
2. Review and make decisions under the direction of the Assistant City Manager/Community Development Director on advanced planning projects and make recommendations to the Assistant City Manager/Community Development Director on planning policy issues.
3. Foster the development goals of the City through cooperative relationships with the private sector, City departments, and other agencies.
4. Manage the Advanced Planning Section's long-range plans and policy documents and activities, including coordination and assistance to professional staff to determine the feasibility and impact of proposed projects.
5. Manage the most complex, often controversial, long-range planning projects requiring interdepartmental and regional planning agency coordination. Assist other departments, various committees, and the public in interpretation of long-range planning documents and plans.

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6. Manage Advanced Planning staff in setting goals, schedules, managing consultants, grant writing and reporting, analyzing data, and making recommendations on projects.
7. Hire, train, and supervise management, professional, and other division staff.
8. Prepare, administer, and direct Advanced Planning annual departmental programs and budget. Participate in the Planning Division's management decisions and assignment of tasks and work programs.
9. Develop and oversee community outreach plans in support of long-range planning projects.
10. Work closely with Planning Manager/Zoning Administrator to ensure appropriate coordination between current and long-range planning projects and staff.
11. Represent the City at regional planning agency meetings. Participate in regional planning processes with agencies, including, but not limited to, MTC/ABAG; VTA; BAAQMD; SCCAPO; and surrounding cities.
12. Regularly monitor Advanced Planning grant opportunities and pursue appropriate grants.
13. Ensure Advanced Planning projects conform to environmental regulations, State planning law, and regional planning agency guidelines and requirements.
14. Make oral presentations and prepare written reports to the Environmental Planning Commission and City Council for long-range planning projects.
15. Develop and provide recommendations for improvements in planning procedures and related information systems and coordinate and manage interdepartmental problem-solving teams to address and resolve project conflicts as required.
16. Prepare and administer contracts for consulting services.
17. Manage and report on the implementation of the General Plan and Housing Element, including submittal of annual reports to the State.
18. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Theories, principles, and practices of land use, urban design, and architecture; planning policies; laws and legal prerequisites pertaining to policy development and land development (e.g., California Environmental Quality Act (CEQA), etc.); relationship between current implementation activities and long-range goals; City Zoning Ordinances and zoning techniques; engineering, economic, architectural, sociology, and urban design theories, principles, and practices; and City administrative procedures.

Ability to: Analyze proposed plans and identify community problems and potentials; coordinate community plans and planning projects; statistical analysis; work effectively with other departments, groups, and agencies; develop creative solutions to planning problems; supervise management, professional, and support staff; communicate effectively with elected and appointed officials and the public.

Experience and Training Guidelines: Combination of relevant experience, education, and training that satisfies the required minimum qualifications, knowledge, and abilities.

Five years of professional urban planning experience with at least one year of experience performing duties comparable to a Principal Planner with the City of Mountain View; a bachelor's degree from an accredited college or university in urban or regional planning, architecture, or a closely related field. A master's degree in urban planning may be substituted for one year of planning experience.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California Driver License.

Working Conditions: In addition to the regular work schedule, this position must be available to work evenings and weekends to attend meetings, seminars/workshops, and training as needed.

Established: July 2019

HRD/CLASS SPECS
Advanced Planning Manager