

PLANNING MANAGER

CITY OF FARMINGTON | JOB POSITION #186 - PLANNING MANAGER

NUMBER OF VACANCIES: 1

DEPARTMENT: Community Works/Planning

WORK LOCATION: West Annex

TYPE OF POSITION: Regular / Full-Time

DAYS WORKED: Monday - Friday

HOURS WORKED: 8:00 a.m. - 5:00 p.m.

PAY GRADE: Q - Exempt

ANNUAL SALARY RANGE: \$76,561.4361 - \$118,980.60

APPLICATIONS WILL BE RECEIVED THROUGH: Open Until Filled

<https://fmtn.applicantpro.com/jobs/2044532.html>

JOB DUTIES

ESSENTIAL DUTIES:

- Plans, organizes and supervises the operations of the Planning Division including, Development Services, Current Planning, Long Range Planning, MPO and the Community Development Block Grant (CDBG) programs. This position may be assigned to assist the Director with managing other divisions in the Department. Coordinates projects to ensure compliance with federal, state and local regulations.
- Provides complex staff assistance to the Community Works Director.
- Exercises direct supervision over professional, technical and clerical planning staff of Development Services, Current Planning, Long Range Planning, MPO and CDBG. Recommends applicants for employment; trains, promotes, counsels, disciplines and evaluates performance of divisional staff. Provides staff support, administrative assistance, agenda and minutes for the Planning and Zoning Commission (P&Z), Administrative Review Board (ARB) and the Downtown Metropolitan Redevelopment Area (MRA).
- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.
- Prepares operational guidelines for department divisions and monitors response.
- Reviews, interprets and suggests revisions to the UDC, land use, and zoning development.
- Determines work procedures, prepares work schedules, and expedites workflow. Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Prepares divisional budgets for review by the department head; administers adopted budgets in assigned areas of responsibility. Monitors and controls expenditures.
- Responsible for the analysis, development, and presentation of recommendations on complex planning, zoning and development proposals; responsible for providing technical expertise in the formulation of recommendations. .
- Responsible for design review; responsible for advising contractors, architects, developers and members of the public on code interpretations, code requirements, and plan deficiencies.

- Responsible for dealing with complaints of potential code violations relating to signing, building occupancy, nuisances, hazardous sidewalks or other conditions, housing conditions, construction, land use, zoning, animals, noise, dumping, clearing, grading, filling, polluting, or other code related matters.
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.
- Prepares special reports or supervises the performance of professional staff and outside consultants in the preparation of specialized planning reports including urban design proposals and other field studies.
- Responsible for the duties of the Senior Planner in the Planning Division. In the absence of planning staff must be willing to work with customer service counter as needed, providing leadership and ongoing training to planning staff.
- Presents information and recommendations on projects and documents of a specialized nature for a various community boards and meetings.
- Participates in a variety of meetings to resolve departmental and planning problems.
- Confers with engineers, developers, architects, various outside agencies, and the general public in acquiring information and coordinating planning and zoning matters; provides information regarding City development requirements.
- Operates a motor vehicle to assist in carrying out the business of the department and the City.
- Attendance at work is an essential function of this position

NON-ESSENTIAL DUTIES:

- May serve on various employee committees, as required and assigned.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

- This position is subject to the City's Drug and Alcohol Free Workplace Program which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return to work testing, and follow-up testing.
- Bachelor's degree from an accredited college or university with major course work in landscape architecture, city planning, public or business administration or a related field combined with five years of increasingly responsible experience in professional urban planning, including three years of administrative and supervisory responsibility; or any equivalent combination of education and experience. Master's degree preferred. AICP certification from the American Planning Association is preferred. Experience in municipal planning preferred.
- Valid driver's license with acceptable driving record for the past three years.
- Thorough knowledge of municipal planning principles, practices and methods; thorough knowledge of applicable City policies, laws, and regulations affecting division activities.

- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; ability to conduct necessary engineering research and compile comprehensive reports.
- Skill in public relations involving various community or infrastructure problems under stressful conditions.
- Ability to represent departmental/divisional issues before elected officials, advisory boards, and citizen groups.
- Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel and the public.
- Ability to follow verbal and or written instructions.
- Ability to work under stress and handle stressful situations.
- Ability to meet deadlines.
- Ability to operate tools and equipment listed.

TOOLS AND EQUIPMENT USED:

Calculator, phone, fax and copy machine, personal computer, and motor vehicle.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.
- The noise level in the work environment is usually quiet in the office and moderate in the field.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F/D/V.

City of Farmington