



## CITY OF POCATELLO CLASSIFICATION SPECIFICATION

### ***Planning Division Manager ~ vacant***

**Department: Planning & Development Services    Reports to: PD & S Director    Pay Grade: H15**  
**Date Established: 3/2014    Date Revised: 12/2017    FLSA Status: Exempt**

#### **CLASSIFICATION SUMMARY**

The Planning Services Manager oversees the operations and employees of the Planning Services Division responsible for the administration of the City's orderly growth and development. This is a management and supervisory position reporting to the Director of Planning and Development Services.

The job manages the application and administration of the City's Comprehensive Plan. The Planning Services Division reviews and processes development applications and site plans for residential, subdivision, office, industrial and commercial developments. The job works regularly with other City departments and members of the development industry including, but not limited to, builders and developers, architects, engineers, and realtors.

The job requires a Bachelor's Degree in Planning, with a Master's Degree preferred, and five years experience in planning, urban studies, public administration, or a related field.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a Department office environment. Some field work visiting development sites is required. The noise level is generally moderate.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Manages the operations and employees of the Planning Services Division of the City's Department of Planning and Development Services. Administers the orderly growth and development of the City through the application of the Comprehensive Plan and the sign, zoning, subdivision, boarding house, wireless communication facility, and other applicable ordinances.

Coordinates on growth and development issues with other City departments and agencies including, but not limited to, Building Department, Police and Fire departments, Parks & Recreation Department, Science & Environment, and Street and Water Pollution Control departments.

Answers inquiries and provides information to the public on City planning and zoning ordinances and regulations. Works regularly with members of the development industry including, but not limited to, builders and developers, architects, engineers, and Realtors.

Reviews and processes development applications and site plans for residential, subdivision, office, industrial, and commercial developments.

Reviews and processes land use requests including, but not limited to, preliminary and final subdivision plats, right-of-way and easement vacations, Planned Unit Developments (PUDs), rezones, amendments to the Comprehensive Plan, sign permits, home occupation permits, and related applications.

Supervises, schedules, trains, disciplines, and evaluates employees.

Serves as staff liaison to the Mayor and City Council, Planning and Zoning Commission, Open Space Committee and other city agencies, commissions, and groups. Serves as chair of the Site Plan Review Committee.

Stays current on federal, state, and other applicable laws, statutes, and codes governing land use, planning, zoning, and related issues. Confers with City legal department on recommended changes and updates.

Determine needs of the Planning Division including training and equipment. Prepares and administer budgets for special projects. Administers grant funding for special projects.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

### **CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

#### **Knowledge of:**

- Advanced principles, methods, techniques, and objectives of land use planning, zoning, and development;
- City Comprehensive Plan; development, planning, and zoning ordinances; and all other applicable and relevant ordinances, regulations, and codes;
- Department policies and procedures;
- City, state, and other applicable codes, statutes, and regulations on land use planning;
- City, state, and other applicable codes, statutes, and regulations on public hearings for land use, planning, and zoning issues;
- General geography, layout, and topography of the City;
- Operation of basic office equipment;
- Operation of a personal computer and job-related software applications.
- Municipal budgeting methods, techniques, and objectives;
- Employee supervision, training, and evaluation methods, techniques, and objectives;
- Operation of basic office equipment including a personal computer and job-related software applications.

#### **Skill and Ability to:**

- Manage the operations and employees of the Planning Division of the City's Department of Planning and Development Services;
- Administer the orderly growth and development of the City through the application of the Comprehensive Plan and the sign, zoning, subdivision, boarding house, wireless communication facility, and other applicable ordinances;
- Coordinate on growth and development issues with other City departments and agencies;
- Work outside the office including but not limited to site visits and photography.
- Answer inquiries and provide information to the public on City planning and zoning ordinances and regulations;
- Work regularly with members of the development industry including, but not limited to, builders and developers, architects, engineers, and Realtors;
- Review and process development applications and site plans for residential, subdivision, office, industrial, and commercial developments;

- Review and process land use requests including, but not limited to, preliminary and final subdivision plats, right-of-way and easement vacations, Planned Unit Developments (PUDs), rezones, amendments to the Comprehensive Plan, sign permits, home occupation permits, and related applications;
- Supervise, schedule, train, discipline, and evaluate employees;
- Stay current on federal, state, and other applicable laws, statutes, and codes governing land use, planning, zoning, and related issues. Confer with City legal department on recommended changes and updates;
- Determine Planning Division needs including training and equipment. Prepare and administer budgets for special projects. Administer grant funding for special projects;
- Maintain records, documents, and logs and prepare periodic reports;
- Prepare periodic written and oral presentations and reports, including findings of fact, conclusions, and recommendations;
- Demonstrate strong customer service principles including issue resolution;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- High school diploma or GED required;
- Bachelor’s Degree in land use planning urban studies, public administration, or a related field is required and a Master’s Degree is preferred;
- Idaho driver’s License is required;
- Five (5) years land use planning and supervisory experience is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

**PHYSICAL REQUIREMENTS**

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, manipulate tools, keyboard and type, reach with hands and arms, and operate job-related equipment. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.