



City of Pacific Grove
Established Date: 12/18/2013
Revised Date: 5/7/2014

COMMUNITY AND ECONOMIC DEVELOPMENT PROGRAM MANAGER

SUMMARY: Under general supervision, plans, organizes, and manages the functions and staff of the Community & Economic Development Department (C&EDD) Advance Planning Program; manages the maintenance and administration of the City's land use policy and regulatory documents.

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Under the general direction of the Community & Economic Development Director, plans, organizes, and directs the functions and staff for the Advance Planning Program, including land use policy and documentation for general plan, zoning, subdivisions, signs, and architectural designs; manages program operations, and other assigned activities.
- Assumes ancillary responsibilities in one or more other C&EDD areas, including: Current Planning, Economic Development, Housing Assistance; Code Compliance; and Building Inspection.
- Manages C&EDD staff and activities to work in partnership with the community to protect the beauty, sustainability, economic vitality, and environmental integrity of the City; ensures that planning services are provided in alignment with the City's goals and within land use constraints.
- Supervises staff, develops priorities, and assigns tasks and projects; trains staff, and conducts performance evaluations; meets regularly with staff to discuss C&EDD programs, workload, priorities, customer service, and technical issues.
- Analyzes program functions, programs, services, and activities to ensure they are meeting the needs of customers; identifies emerging community needs, and develops improvement plans.
- Acts as case manager for complex planning projects; researches critical issues, evaluates records and files for accuracy and completeness, prepares project reports, and legal notices for public hearings, and presents reports to City Council, Boards, and Commissions.
- Reviews and prepares environmental compliance, CEQA and other related documents.
- Acts as staff liaison to Planning Commission, including preparation of agendas, notices, reports, minutes, and website updates, and attendance at all Planning Commission meetings.
- Monitors caseloads, workflow, and timeline requirements for each planning project; ensures that quality and timeliness standards are met, and quality customer services are provided.
- Serves as technical advisor to City staff, advisory boards and commissions, and the City Council; manages special land use projects; manages community relations with advocates and community organizations.
- Coordinates program projects and issues with other local jurisdictions, as well as federal, state, and regional agencies; explains and interprets C&EDD programs, policies, and activities.
- Manages administrative functions for work group, including personnel actions, budgets, and purchasing.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Urban Planning, Business or Public Administration; AND five years of experience managing community development and urban planning programs, including two years supervisory experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Federal regulations, state statutes, case law, and local ordinances governing planning, zoning, municipal services, and urban development, including California Environmental Quality Act.
- Principles, practices and procedures of urban planning, community development, land use, zoning regulation, permitting, code compliance, and environmental protection.
- Principles and practices of public sector administrative management, including performance management, personnel rules, accounting, budgeting, and contract management.
- Environmentally responsible and resource-efficient community development techniques.
- Principles of records management, including Geographic Information Systems (GIS).
- Geography, roads, and landmarks of City and surrounding areas.

Skill in:

- Interpreting and applying technical standards and procedures, federal and state rules and regulations, and City policies and procedures governing Community Development functions.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing community needs and developing solutions.
- Managing and leading staff, delegating tasks and authority, and coaching to improve staff performance.
- Establishing and maintaining cooperative working relationships with City employees, representatives from other regional agencies, community groups, and the Planning Commission.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a personal computer utilizing standard and specialized software.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required. Professional certification through the American Institute of Certified Planners (AICP) is preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment. Some field work may be required.