

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:** CITY PLANNER

**DEPARTMENT:** COMMUNITY & ECONOMIC DEVELOPMENT

**DIVISION:** PLANNING

**BASIC FUNCTION:**

To manage, supervise and coordinate the programs and activities of the Planning Division within the Community & Economic Development Department; to coordinate assigned activities with other city departments, divisions and outside agencies; and to provide highly responsible and complex administrative support to the Community and Economic Development Director.

**DISTINGUISHING CHARACTERISTICS:**

This is a single incumbent position reporting to the Community and Economic Development Director.

**KEY RESPONSIBILITIES:**

Responsible for the day-to-day operations of the Planning Division.

Plan, direct, supervise, coordinate and participate in planning programs.

Develop and recommend division policies and procedures and direct their implementation upon approval.

Serve as planning staff to the City Council, Secretary to the Planning Commission and to other commissions and committees in city planning matters including the preparation and presentation of reports and recommendations relating to the social, economic and physical development of the community.

Supervise and participate in the most complex planning studies.

Make authoritative interpretations of applicable laws, regulations and policies.

Represent the city in the community and at professional and other business meetings required.

Participate in the preparation and administration of the recommended division work program and annual budget. Recommend adoption and assist in preparation of ordinances.

Coordinate city Planning activities with other city departments and divisions, and with outside agencies.

Manage employees through other supervisors; set goals and objectives; select, train, and motivate staff; assess performance and make salary recommendations.

## **QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

### **Knowledge of:**

- Principles and practices of planning operations and administration.
- Principles and practices of organization, administration, budgeting and personnel management.
- Applicable federal, state and local planning laws and regulations.
- Organization and functions of the various agencies involved in the planning process.
- Strategic management techniques and methodology.
- Research methods and techniques and methods of report presentation.

### **Ability to:**

- Plan, direct and coordinate activities related to the city's planning programs.
- Provide administrative and professional leadership for the planning division.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Collect and analyze data and develop complex plans and reports.
- Communicate clearly and concisely, orally and in writing.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establish and maintain cooperative relationships with city officials and employees, the general public and representatives of other agencies.
- Select, supervise, train and evaluate assigned staff.
- Work well under pressure to meet deadlines.

## **EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree from an accredited college or university with major work in planning, public administration, business administration, community development, urban design or related field, and five years of progressively responsible professional planning experience, including three years at a management supervisory level. A master's degree in planning, public administration, business administration, or related field is desirable. Certification in the American Institute of Certified Planners (AICP) is also desirable.

**PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently is required to walk and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills, perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employees may be required to travel to work sites or other sites for meetings.

This is an at-will management classification.

DATE APPROVED: June 22, 2010