

---

## **PLANNING MANAGER**

### **DEFINITION**

Under administrative direction, plans, organizes, manages, and oversees all functions and activities of the Planning Department, including park & open space use and management policy and program development, geographic information systems, preserve and regional planning, natural resources planning and management, permitting and environmental compliance, site development and outside project review; coordinates assigned activities with and fosters cooperative working relationships among other departments, officials, outside agencies, and the public; provides highly responsible and complex professional assistance to the Assistant General Manager and General Manager in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Assistant General Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

### **CLASS CHARACTERISTICS**

This is a management classification that oversees, directs, and participates in all activities of the Planning Department, including short- and long-term planning, development, and administration of departmental policies, procedures, and services. This class provides assistance to the Assistant General Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, Authority functions and activities, including the role of the Board of Directors, and the ability to develop, oversee, and implement policies, projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering Authority's mission, goals, and objectives within general policy guidelines.

### **EXAMPLES OF ESSENTIAL FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assumes full management responsibility for all Planning Department programs, projects, services, and activities including planning, design, permitting, and construction of public access facilities, other capital improvements, and natural resource management projects on Authority open space preserves.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; within Authority policy, appropriate budget, service, and staffing levels.
- Directs the development and administration of the department's annual work plan and budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; implements adjustments as necessary.
- Prepares and administers implementation of annual and multi-year Capital Improvement Plans;

# Santa Clara Valley Open Space Authority

---

## Planning Manager

develops scope, budget, funding and schedule for each project.

- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Authority needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Evaluates the need for and develops, plans, and schedules for long-term planning and open space use and management projects and programs; organizes available resources for the use and development of Authority land; reviews estimates, contract provisions, and specifications.
- Confers with operations staff, consultants, and outside agencies, neighborhood and community groups, and the general public in acquiring and sharing information about department and Authority projects and programs
- Prepares long-range studies in support of Authority acquisitions, for new capital improvements, and short term/long term fiscal analysis; oversees feasibility studies for new sites or repair of facilities; oversees the preparation of site, preserve, and regional plans for use, improvement and management.
- Obtains permits for Authority projects from regulatory agencies as required and serves as a resource to other staff to ensure that Authority projects comply with the California Environmental Quality Act and other regulatory requirements.
- Manages the design, administration, construction and inspection of a wide range of significant and complex building and preserve infrastructure projects.
- Reviews and approves technical reports, designs and contract documents to assure adequacy, compliance with Authority standards, constructability, cost efficiency, and compatibility with the general character and site conditions of Authority-owned lands.
- Responsible for the development of consultant requests for proposals for professional services and requests for bids for capital projects; evaluates proposals and recommends project award; administers contracts and agreements after a w a r d .
- Represents the department to other Authority departments, the Board of Directors, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the Board of Directors and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of long-range and environmental planning, land use management, and other services as they relate to the areas of assignment.
- Directs the maintenance of working and official departmental files .
- Monitors changes in laws, regulations, and technology that may affect Authority or departmental operations; implements policy and procedural changes as r e q u i r e d .
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Assistant General M a n a g e r .
- Participates as a member of the Leadership Team; works cooperatively to address Authority issues, ensures overall health of the organization, fosters good communications between program staff, and provides consistent and professional management.
- Performs other duties as assigned.

# Santa Clara Valley Open Space Authority

---

Planning Manager

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, planning and public works-related administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Theories, principles, and contents of park and open space planning, land use, zoning, subdivision, and urban planning regulations, natural resource protection, long-term planning and budgeting, and environmental laws.
- Principles and techniques of conducting site planning, architectural review, subdivision design, land use, and other analytical studies, evaluating alternatives, and making sound recommendations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and practices of project management.
- Principles and practices of contract administration and negotiation.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for effectively representing the Authority in relationships with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.

### **Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the Authority.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Develop and implement processes that engage the public and stakeholders in the planning and design process related to preserve master plans and the planning and design of open space preserve trails, facilities, and management programs.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

# Santa Clara Valley Open Space Authority

---

## Planning Manager

- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of operations programs and administrative activities.
- Conduct effective negotiations and effectively represent the Authority and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Demonstrate sensitivity to and understanding of the diverse socioeconomic, cultural, physical and cognitive ability, and ethnic backgrounds of individuals encountered in the execution of Authority services and mission.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be :*

Equivalent to graduation from an accredited four-year college or university with major coursework in urban or regional planning, environmental planning, landscape architecture, architecture, natural resource management, or a related field and five (5) years of increasingly responsible experience in land use planning and/or project management preferably in parks, open space, or a related field. Master's degree in a related field is highly desirable.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License.
- Possession of, or ability to obtain, valid membership in the American Institute of Certified Planners is desirable.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various Authority and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

## **Santa Clara Valley Open Space Authority**

---

Planning Manager

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: April 2016  
REVISED: September 2021  
FLSA: Exempt  
FORM 700: Filer (1)