

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Planning Manager/Zoning Administrator	Job Family: 2
General Classification: Management	Job Grade: 43

Definition: To plan, organize, direct, and supervise the Current Planning Division, including ensuring that private and public development projects conform to the City's Zoning Ordinance, General and Precise Plans, and other State and local regulations; conduct Zoning Administrator public hearings; provide staff supervision and training in the above matters; and assist the Community Development Director in the overall leadership of the department.

Distinguishing Characteristics: Receives general direction from the Community Development Director and/or Assistant Community Development Director. Exercises direct supervision over other management, professional, technical, and clerical staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Plan, direct, and coordinate the work of the Current Planning Division of the Community Development Department
2. Foster the development goals of the City through cooperative relationships with the private sector, City departments, and other agencies.
3. Manage the Current Planning Division's development review activities, including coordinating and assisting professional staff in determining the feasibility and impact of proposed projects.
4. Manage highly complex, often controversial, development projects requiring interdepartmental coordination.
5. Manage Current Planning Division staff in setting goals, schedules, analyzing data, and making recommendations on projects.
6. Prepare, administer, and direct Planning Division annual departmental programs and budget.
7. Oversee the Zoning Administrator public hearings and Development Review Committee.

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8. Ensure that private development conforms with environmental regulations and design and development standards.
9. Coordinate and manage interdepartmental problem-solving teams to address and resolve project development issues as required.
10. Make oral presentations and prepare written reports to the Environmental Planning Commission and City Council on projects, plans, and ordinances.
11. Participate in the Planning Division's management decisions and assignment of tasks and work programs.
12. Hire, train, and supervise management, professional, and other division staff.
13. Prepare and administer contracts for consulting services.
14. Make recommendations to the Community Development Director on interpretations of Zoning Ordinance standards.
15. Assist other departments, various committees, and the public in interpreting and understanding the Zoning Ordinances.
16. Research and prepare reports for the City Subdivision Committee.
17. Review and make decisions under the direction of the Community Development Director on development proposals with respect to zoning and Precise Plans by conducting public hearings and issuing findings on applications for use permits, variances, Planned Community Permits, Planned Unit Developments, transit zones, and similar applications.
18. Perform other duties as required.

Minimum Qualifications:

Knowledge of: Theories, principles, and practices of land use, urban design, and architecture; laws and legal prerequisites pertaining to land development, e.g., California Environmental Quality Act (CEQA), the Subdivision Map Act, etc.; relationship between current implementation activities and long-range goals; City Zoning Ordinances and zoning techniques; engineering, economic, architectural,

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sociology, and urban design theories, principles, and practices; and City administrative procedures.

Ability to: Gain compliance from landowners and their representatives; assess compliance with the Zoning Ordinance and Precise Plans. Communicate effectively orally and in writing with the general public and appointed and elected officials; interpret planning policies and apply code requirements; prepare planning studies; supervise management, professional, and frontline staff; work collaboratively with other departments and staff; and work constructively with people to identify problems and creative solutions.

Experience and Training Guidelines: Combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Five years of professional urban planning experience with at least one year of experience performing duties comparable to a Deputy Zoning Administrator with the City of Mountain View; a bachelor's degree from an accredited college or university in urban or regional planning, architecture, or a closely related field. A master's degree in urban planning may be substituted for one year of planning experience.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California Driver License.

Established January 2002

Revised November 2016

HRD/CLASS SPECS

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