



## City of Lake Oswego, Oregon

### Job Description

## PLANNING MANAGER

**FLSA Status: Exempt**

**Salary Grade: 576**

**Union Representation: Non-represented**

**Job Code: 3074**

### Class Summary

Under the general direction of the Planning and Building Services Director, this position leads a major planning program area such as development review or long-range planning, manages complex planning projects, and performs other responsibilities as assigned. The position oversees the work of assigned teams of professionals and support staff, assists the Director in coordinating work plans for the Planning Department, and reviews and recommends updates to City policies, regulations, codes and procedures. The Planning Manager is part of the Community Development Management Team.

### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Assists the Director in developing and carrying out departmental work plans, establishing administrative policies and guidelines, identifying and undertaking process improvements, and managing an assigned program area such as development review or long-range planning.
2. Supervises support and professional staff in assigned program area, including prioritizing and scheduling work, reviewing staff reports and other work products, evaluating staff performance, monitoring progress on reports and projects, interpreting policies and procedures, making hiring, disciplinary, and termination recommendations, making pay rate change recommendations and providing training and development for staff.
3. Manages complex and controversial land use cases, which may include development review applications and updates to city codes and regulations. Facilitates public involvement, prepares staff reports and makes recommendations to the City Council, Development Review Commission, Planning Commission and ad hoc committees, including identifying key policy issues, and related codes and regulations, and ensuring accuracy and completeness.
4. Develops and formulates policies, codes and procedures for adoption as well as interpreting existing policies and land use issues, consistent with City policy.
5. Serves as staff liaison to the Development Review Commission or Planning Commission, as assigned, coordinating work plans, meeting agendas and logistics with the chair and administrative staff.
6. Prepares technical reports regarding land use, transportation and natural resource matters including analyzing data, determining consequences of actions, developing alternatives and making recommendations for the best alternative.

7. Oversees and provides direction to consultants undertaking design and land use projects including determining scheduling, ensuring standards are met, approving work projects and change orders.
8. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- Land use and transportation planning theories and principles.
- Management theories and principles, including process improvement.
- State and federal laws and regulations governing land use, transportation and natural resources.
- Coordinating responsibilities with other local, state and federal agencies.
- Project management.
- Public involvement and facilitation.
- Public facilities planning.
- Site planning and urban design.
- Research methods and statistical analysis.
- Report writing.
- Presentation techniques.
- Personal computers and related software applications.

### **Skills and Abilities to:**

- Apply land use planning theories and practices.
- Apply management theories and practices.
- Track and record expenditures.
- Site planning and urban design.
- Apply natural resource protection and preservation measures.
- Manage projects.
- Write reports.
- Make presentations.
- Resolve conflicts.
- Public involvement/and promoting positive public relations.
- Initiate and follow through on process improvements.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is through obtaining a Bachelor's degree in Urban Planning, Architecture, Landscape Architecture or related field, and five years of increasingly responsible related experience; or an equivalent combination of training and experience to perform the duties of the job. Master's degree is preferred.

### **Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; attending meetings or activities outside normal working hours; operation of a motor vehicle on public roads.

## Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director**

**Date**

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**Human Resources Director**

**Date**

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**Employee**

**Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*