



## PLANNING MANAGER

**Department:** Various  
**Job Class #:** 645100  
**Pay Range:** Professional 11 (salaried)

**FLSA:** Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** The Planning Manager serves as a department division head or sub-division head within Planning and Public Works. An incumbent will manage the development, implementation and administration of county-wide initiatives, regulations, plans and priority projects, strategic plans, contracts, and department programs.

**SERIES CONCEPT:** The Planning Manager is the highest level of the Planner series. Work in this classification is distinguished from the Planner 4 by having overall managerial and program responsibilities for a department division (or sub-division within Planning and Public Works).

### **ESSENTIAL FUNCTIONS**

- Works closely with Finance Administration in developing department/division annual budget, grant proposals, and responsible for the administration and allocation of funds within the appropriate budget areas including making decisions on budget matters, cost control and monitoring.
- Manage, supervise and coordinate activities of a department division or sub-division within Planning and Public Works; determine work procedures, prepare work schedules and determine methods for expediting workflow.
- Determine complexity of projects and assign, review and approve the work of subordinate staff.
- Investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Conduct performance evaluations, and develop and establish performance measures and standards.
- Oversee the professional development of employees and identify appropriate training opportunities.
- Manage the development, implementation and administration of department/division initiatives, regional and county plans and manages and develops priority projects, strategic plans, consultant service contracts, and department programs.
- Oversee and work with others across departments and organizations on significant department initiatives.
- Manage, propose and support division/department-level goals, policies, initiatives, and budget.
- Establish and monitor annual division/department work plans and deploy personnel consistent with division/department priorities.
- Oversee program management for a wide variety of planning functions and initiatives within a department division (subdivision within Planning and Public Works.)
- Oversee various programs, projects and applications to ensure compliance with various codes, plans, contracts, agency policies and procedures, and rules and regulations.
- Develop and review County regulations, ordinances and rules.
- Interpret local, state and federal laws, regulations and guidelines as they relate to assigned responsibilities and stay abreast of various legislative changes.

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- Provide direction and oversight of research and analysis for various statistical and/or technical data to apply to a wide range of planning functions.
- Develop partnership within and across departments and organizations on the development of various plans.
- Provide assistance, prepare reports and present information to County Officials, departments, external entities, and the general public regarding a wide range of planning functions and other related areas.
- Attend meetings and represent the department/division and County as required.
- Effectively persuade, inform, educate, train, solicit information, motivate, and direct a wide variety of individuals or groups.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, and holidays.
- Lift and carry up to 20lbs.

#### **OTHER JOB FUNCTIONS**

- May perform duties of lower level Planners.
- Perform other related duties as required.

**SUPERVISION RECEIVED AND EXERCISED:** This position reports to the Department Director and/or designee. An employee is expected to work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion for thoroughness, timeliness and compliance with regulations, policies and procedures. This position has full supervisory responsibility for assigned staff. The employee manages professionals and administrative personnel and is responsible for overseeing on-the-job training and career development.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Planning Manager works in an office environment and may include occasional field visits. Travel to various work sites, businesses, and/or meeting locations is required. Working in inclement weather is required occasionally. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing is required. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting up to 20lbs may be associated with the classification. Travel to various work sites throughout the

region may be required. While visiting various business sites incumbents may be required to move around large areas of property with varying terrain, and climb stairs, ladders and/or ramps.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- Principles and practices of public administration, organization, and personnel management.
- Applicable federal, state, and local laws, regulations, policies, and procedures.
- Planning principles, theories and practice, and the socio-economic implications of planning.
- Research techniques and applicable industry trends.
- Project management, to include monitoring of progress, resolving issues, facilitating meetings, and establishing goals.
- Applicable computer software.
- Methods and procedures involved in budget preparation, justification and control.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies, and procedures and effective problem solving skills.
- Use of system and spreadsheet software and computers at a proficient level.
- Workload and time management, prioritization, organization, and problem solve.
- Graphic and statistical presentations.
- Customer service, including handling sensitive and difficult issues with tact and patience.

Ability to:

- Oversee the drafting of new regulations/plans through the legislative process.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Plan, direct, and evaluate the work of subordinates.
- Interpret and apply principles, guidelines, and concepts.
- Self train on new regulations.
- Carry out the policy directives of the division and department in an effective and timely manner.
- Provide acceptable alternative solutions and reliable advice regarding difficult problems.
- Develop training & development programs and documents, and provide training and/or leadership.
- Work independently with little or no oversight.
- Analyze current needs for equipment, space, personnel, and other resources in order to project levels needed to accomplish overall county programs.
- Establish and maintain a cooperative and effective working relationship with staff members, all levels of County management, private and public officials, and the general public.
- Understand and follow written and verbal instructions.
- Work effectively and productively with interested citizen groups and other members of the general public.
- Understand and analyze county revenues, expenditures, and needs to develop overall department programs.

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- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Physically perform the essential job functions of the classification.

**RECRUITING REQUIREMENTS:** Bachelor's degree in planning, public or business administration or related field; and, five years of experience in local, county, or state planning OR any equivalent combination of education and experience required. Two years supervisory experience required. A Masters' Degree is preferred. Positions in specific program areas may require program-related experience, education, and/or training.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Successful completion of all required background checks may be required prior to employment. Must possess a valid Washington State Driver's license, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position.