

CITY OF SPOKANE VALLEY  
POSITION DESCRIPTION

Class Title: Planning Manager  
Department: Community & Public Works  
Division: Planning  
Date: April 18, 2023

Job Code Number: 325  
Grade Number: 18  
FLSA Status: Exempt  
Location: City Hall

GENERAL PURPOSE

Performs a variety of routine and complex administrative, technical and supervisory work for the City in long-range and current land use planning and zoning.

SUPERVISION RECEIVED:

Works under the general direction of the Community and Public Works Director.

SUPERVISION EXERCISED

Supervises planners assigned to current and long-range planning. May supervise support staff, part-time or temporary employees or volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises planning operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Directs and oversees growth management and comprehensive planning, sub-area planning, and project planning; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides on-going evaluation of governing land use regulations and policies and recommends modifications as appropriate.

Provides professional planning and development advice to supervisors and other officials; makes private and public presentations to supervisors, boards, commissions, civic groups and the general public. Communicates official plans, programs, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints.

Supervises and evaluates land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and makes recommendations.

Supervises and evaluates land use proposals to ensure compliance with applicable City, State or Federal laws. Oversees approval of shoreline development permits, short subdivision plats, boundary line adjustments, and minor land development proposals within scope of authority and responsibility.

Gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides technical and professional advice. Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.

Administers a variety of programs and codes, including zoning, subdivision, shoreline master program, SEPA, etc.

Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.

Acts as the City's State Environmental Policy Act (SEPA) responsible official.

Updates a variety of maps. Prepares graphics and maps for a variety of reports, plans, grant applications, publications or meetings.

Serves, when assigned, as a member of a planning task force composed of City, County or State groups.

Assists in maintaining the database of information for planning purposes.

Reviews business license registrations or applications for compliance with zoning, sign and related regulations.

Responds to local citizens inquiring about local planning and zoning regulations and ordinances.

## PERIPHERAL DUTIES

Provides oversight of the Planning Commission and other various boards and commissions, as needed and assigned.

Serves as a member of various staff committees as assigned.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

Assists planning staff as needed.

## DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture, public administration or a closely related field (Master's degree preferred); and
  - (B) Seven (7) years' experience in urban planning;
  - (C) Minimum of two years of direct supervisory experience managing and directing the work of subordinates; or
  - (D) Any equivalent combination of education and experience, additional education substituting on a year for year basis for the required experience.
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- (A) Necessary Knowledge, Skills, Abilities, and Other Traits: Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; extensive knowledge of planning programs and processes; working knowledge of Personal Computers and GIS applications;
  - (B) Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; ability to establish effective working relationships.
  - (C) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional,

courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

## SPECIAL REQUIREMENTS

Valid State Driver's License, or ability to obtain one. American Institute of Certified Planners (AICP) certification.

## TOOLS AND EQUIPMENT USED

Personal computer, including word processing; motor vehicle; calculator; phone; copy and fax machine; various graphic design tools.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The 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.

Approval:  \_\_\_\_\_  
Human Resources Director

Approval:  \_\_\_\_\_  
City Manager

Effective Date: April 18, 2023

Revision History: May 13, 2003 - Established