



Position Description

**PLANNING AND HOUSING MANAGER**

**DEFINITION**

Performs a variety of routine and complex administrative, technical, managerial, supervisory, and professional work related to housing and current and long-range planning in the City. This is a Fair Labor Standards Act (FLSA) exempt position.

**SUPERVISION RECEIVED**

Works under the general supervision of the Community and Economic Development Director.

**SUPERVISION EXERCISED**

Directly supervises Senior Planner(s), and may supervise other professional planning staff, and other support staff, part-time or temporary employees or volunteers, as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)**

Develops, plans, and implements housing programs; gathers, interprets, and prepares data for housing studies, reports and recommendations; coordinates housing activities with other departments and agencies as needed.

Manages the Oversight Board for the Successor Agency to the San Bruno Redevelopment Agency and the Housing Successor and is responsible for all associated Board meetings. In addition, responsible for the Successor Agency and Housing Successor reporting, contractual, and financial responsibilities.

Administers the City's housing programs, including those related to affordable housing, and affordable housing impact fee fund, and develops and implements programs related to the fund.

Oversees the processing of private and public development projects, including planning applications and environmental clearance pursuant to the California Environmental Quality Act (CEQA).

Monitors and coordinates the preparation of the Planning Commission agenda, reports, and meeting minutes and attends Planning Commission meetings.

Conducts oral presentations and prepares written staff reports to the City Council, commissions, committees, civic groups and the general public. Prepares and disseminates information on housing and planning issues, programs, services, and plans.

Prepares or supervises the preparation of City-initiated municipal code amendments, General Plan amendments or updates, specific plans, and other long-range planning and housing documents and special studies.

Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, etc.

Monitors local, state and Federal legislation and regulations relating to housing policy and planning, and prepares associated reports, findings, trends, and recommendations.

Develops work plans, and prepares requests for proposals (RFP's) and grant applications related to special planning projects and housing programs. Prepares and monitors professional consultant contracts.

Provides training and mentoring opportunities to planning and support staff

Performs other duties as assigned.

### **PERIPHERAL DUTIES**

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 planning and housing.

Assists other staff members as needed.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Applicable State, federal and local ordinances, codes, laws, rules and regulations and legislative issues related to planning and housing.

Methods and techniques of research, statistical analysis, and report writing and presentation.

Architectural design, urban planning, subdivisions, land use and zoning, affordable housing financing and management; environmental analysis and California Environmental Quality Act (CEQA); urban development and construction principles and practice.

Principles, practices, and techniques of effective customer service and collaborative problem solving.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

**Ability to:**

Establish and maintain effective working relationships with others; ability to communicate effectively in English both orally and in writing at the appropriate level; ability to perform mathematical calculations at the appropriate level; ability to learn and follow City and departmental policies procedures; ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy; and supervise, train and evaluate personnel.

**EDUCATION AND EXPERIENCE**

Graduation from an accredited four-year college or university with a degree in urban planning, business or public administration, urban studies, architecture, or a closely related field, and six (6) years progressively responsible professional experience in housing and municipal planning. Two (2) years of supervisory experience is desirable; a Master's Degree in one of the preceding listed fields may be substituted for one year's professional work experience.

**SPECIAL REQUIREMENTS**

Possession of and ability to maintain a valid California driver's license. American Institute of Certified Planners (AICP) designation is highly desirable.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spread sheet, permit and financial tracking applications, and data base applications; motor vehicle; calculator; phone; copy and fax machine.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands to finger, handle, feel or operate objects, tools, or controls; and

reach with hands and arms. The employee is occasionally required to walk. Employee must maintain physical condition appropriate to performance of job duties, which may include sitting for long periods of time and operating assigned office equipment, and maintain stamina to attend and participate in evening meetings as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and 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; background investigation, reference check; and 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.

Effective Date: February 12, 2019

Resolution Number: 2019-18

Revision History: Prior versions effective June 13, 2000, Resolution Number 2000-31; June 8, 2010, Resolution 2010-42