

## City of Venice, Florida Classification Description

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**Classification Title:** Planning Manager

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**Department:** Development Services

**Division:** Planning

**Pay Grade:** (Non-Bargaining) 508

**FLSA Status:** Exempt

### **General Statement of Job**

Under the direction of the Development Services Director, participates and provides oversight for complex professional planning projects, research, and analysis.

#### **City Expectations:**

All City of Venice employees are expected to demonstrate PRIDE in their jobs by being **Productive, Responsible, Innovative, Dedicated and Ethical.**

In addition, certain essential city services are required to be maintained in any civil emergency. Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency.

### **Specific Duties and Responsibilities**

#### **Essential Functions:**

1. Provides direct supervision to assigned staff including work assignments, coaching, training, and employee development to achieve departmental goals and objectives.
2. Advises various internal and external committees and/or boards on planning-related issues.
3. Oversees specialized planning functions such as traffic analysis, environmental analysis, and analysis of the comprehensive plan and land development code.
4. Researches, collects, analyzes, and summarizes data for reports and presentations to City Council and various boards on complex planning policy issues.
5. Serves as staff member to the Planning Commission, Metropolitan Planning Organization, School Board and other advisory boards or agencies as assigned.

6. Prepares reports on the operations and activities of the division, and makes recommendations to continuously improve, streamline, and/or modify internal processes and procedures.
7. Reviews and monitors planning operations and activities to ensure compliance with local, state and federal regulations.
8. Participates in preparing and monitoring the budget for the division, including purchasing and payroll activities.
9. Recommends hiring, firing, transfer, suspension, promotion, discharge, discipline and evaluation of employees.

**Responsibilities:**

Responsible for managing and supervising the Planning Division to ensure the accuracy and timeliness of all assignments/projects; and ascertain the division's operations and activities comply with applicable federal/state/local laws and regulations. Reports directly to the Development Services Director.

**Minimum Education and Training**

High school graduate or equivalent with ten (10) years of progressive, professional public sector urban planning experience. American Institute of Certified Planner (AICP) certification required or have the ability to obtain within one (1) year from date of employment. Experience with geographic information system (GIS) Environmental Systems Research Institute (ESRI) systems is preferred.

**Minimum Qualifications and Standards Required**

**Skill Requirements:**

Knowledge of applicable codes/regulations and capable of providing consistent and accurate interpretations. Ability to work independently of direct supervision and capable of sustaining regular and predictable attendance. Ability to communicate effectively; write professional quality correspondence and reports; and make oral presentations of technical matters in a clear, concise and understandable manner to both technical and non-technical persons. Must be able to establish and maintain effective working relationships with other employees, department directors and the general public. Possess a valid Florida Driver's license, free of any serious violations.

Requires a working knowledge of the current version of Microsoft Office Professional software suite including proficiency with Word and Excel. Must have a basic understanding of the current version of the Microsoft Windows operating system. Familiarity with AS400/Sungard applications preferred. Working knowledge of the Microsoft Exchange e-mail application or equivalent and Internet Explorer is also highly recommended. Ability to learn specific computer applications used in the Development Services Department.

**Physical Requirements:**

Ability to sit, stand, walk, climb, bend, stoop, and lift. Requires hand/eye coordination to operate computers and various office equipment. Reasonable accommodation will be considered for individuals with physical disabilities.

**Working Conditions:**

Work is performed primarily in an office environment with some travel to various meeting sites. May be required to work outside in certain aspects of the job.

**Other:**

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.