



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Adopt Resolution Approving the Job Specification and Salary Range for the position of City Planner.

MEETING DATE: Wednesday, July 18, 2001

SUBMITTED BY: Human Resources Director

RECOMMENDED ACTION: To adopt the resolution approving the job specification and salary range for the position of City Planner.

BACKGROUND INFORMATION: The position of City Planner was approved by City Council in the 1997-99 City of Lodi Financial Plan and Budget during the second year of the budget cycle. The Planning Division in the Community Development Department is one of the few divisions in the City that does not have a manager to direct support staff in key functions. In effect, this leaves the Community Development Director administering all activities of the Planning Division as well as performing a major element of his job, which is focusing on special projects. The Community Development department is also in the process of establishing the Lodi Redevelopment Agency which will absorb a great deal of the Director's time and attention. In order for the department to maintain its focus on future goals while serving the community, it is critical that this position be filled to help manage the day to day activities of the planning function.

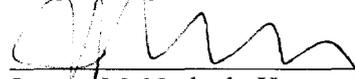
This position has not been filled up to this point at the Community Development Directors request due to office space limitations and a desire to establish the Lodi Redevelopment Agency first.

It is recommended that City Council approve the class specification attached with the following salary range:

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
\$ 5,457.81	\$5,730.70	\$6,017.23	\$6,318.10	\$6,634.00

FUNDING: Currently funded.

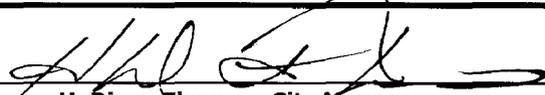
Respectfully submitted,



 Joanne M. Narloch, Human Resources Director

cc: City Attorney
 Community Development Director

Prepared by: Amy Flores, Management Analyst

APPROVED: 

 H. Dixon Flynn -- City Manager

RESOLUTION NO. 2001-177

A RESOLUTION OF THE LODI CITY
COUNCIL APPROVING THE JOB
SPECIFICATION AND SALARY RANGE
FOR CITY PLANNER

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NOW, THEREFORE, BE IT RESOLVED, that the Lodi City Council does hereby approve the job specification for the City Planner, as shown on Exhibit A, attached hereto; and

BE IT FURTHER RESOLVED, that the City Council hereby approves the salary range as follows:

<u>City Planner</u>				
STEP				
A	B	C	D	E
\$ 5,457.81	\$ 5,730.70	\$ 6,017.23	\$ 6,318.10	\$ 6,634.00

Dated: July 18, 2001

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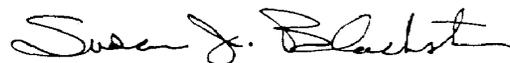
I hereby certify that Resolution No. 2001-177 was passed and adopted by the City Council of the City of Lodi in a regular meeting held July 18, 2001 by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Howard, Land, Pennino and Mayor Nakanishi

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None


SUSAN J. BLACKSTON
City Clerk

CITY PLANNER

DEFINITION

To plan, organize, supervise, review, and participate in the work of professional, technical, and clerical subordinates engaged in current or advanced planning.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Community Development Director.

Responsibilities include direct and indirect supervision over professional, technical and clerical planning personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Develop and implement the division goals, objectives, policies and priorities.
- Direct, coordinate, review, and participate in the work of professional and technical employees in data collection, analysis, plan formulation, and implementation of a wide variety of planning, zoning and environmental review activities;
- Supervise, direct, and coordinate either the City's current and advanced planning programs;
- Supervise, direct and coordinate special planning, zoning, and environmental studies; prepare reports and findings;
- Personally perform most complex and sensitive planning work;
- Make recommendations on development permits, use permits, variance; tentative tract maps, planned development permits, as well as other zoning applications;
- Represent the Planning Division at the public meetings, and present planning and zoning matters to the City Council, Planning Commission, and citizen committees as required;
- Coordinate planning activities with other City departments, and outside agencies as required.
- Administer the General Plan;
- Meet with and advise developers regarding development applications and processes: explain purposes, regulations, and directives of accepted development practices;
- Prepare and administer the planning budget;
- Supervise, train, and evaluate professional, technical, and clerical staff;
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of comprehensive urban planning;
- Recent developments, current literature, and informational sources in the field of planning and zoning;
- Research methods and techniques;
- Statutes related to general plans, environmental matters, zoning, and land division;
- Principles of organization, administration, budget, and personnel management.

Ability to:

- Plan the work of professional and technical staff in compilation of technical and statistical data, research, and the preparation of plans and technical papers;
- Establish and maintain effective working relationships with the public and other City Personnel;
- Communicate effectively, orally, and in writing.
- Prepare and analyze planning studies and communicate findings of these studies in an understandable manner;
- Supervise, train, and evaluate professional, technical, and clerical staff.

Experience and Education

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience:

Five years of responsible experience in the field of urban and environmental planning, including supervisory experience.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in urban or regional planning or related field considered useful in urban planning.