

JOB DESCRIPTION



DIRECTOR OF PLANNING

(At-will/Exempt, Dept Head Position)

DEFINITION

Under administrative direction of the City Manager, to plan, direct, supervise, and coordinate the City's planning activities, including building inspection programs; to provide highly responsible and technical staff assistance to the City Manager, City Council, and Planning Commission, and to perform other related duties as assigned.

EXAMPLES OF DUTIES:

(These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) **(E=Essential Duty; M=Major Portion of Time)**

- Direct and participate in the development and implementation of planning goals, objectives, policies, and priorities. (E)
- Plan, direct, supervise, coordinate, and participate in current and advanced planning and building inspection programs. (E, M)
- Serve as staff to the Planning Commission and City Council in planning and community development matters including the preparation and presentation of reports and recommendations. (E, M)
- Prepare special planning studies such as new zoning districts, annexation proposals, specific plans, and design criteria. (E, M)
- Prepare studies, prepare reports, and perform other duties as assigned by the City Manager. (E)
- Provide staff support on property acquisitions and annexation activities. (E)
- Make authoritative interpretations of applicable laws, regulations, and policies pertaining to planning, environmental quality, zoning, and land use. (E, M)
- Secure outside funding sources, including grant applications and research.
- Represent the City in the community and at professional meetings as required. (E, M)
- Prepare and administer the department budget. (E)
- Coordinate planning and community development activities with other City departments and divisions, and with outside agencies. (E, M)
- Select, supervise, train, and evaluate assigned staff. (E, M)
- Work flexible hours. (E)
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Planning principles and theories.
- Variety of planning areas including redevelopment, annexation, airport, and transportation.
- Applicable federal, state, and local planning laws and regulations.
- Organization and functions of the various agencies involved in the planning process.
- Principles and practices or organization, administration, budgeting, and personnel management.
- Principles of computer operation.

Ability to:

- Communicate clearly and concisely, orally and in writing.
- Prepare and interpret ordinances and formulate land use policies.
- Collect and analyze data and develop complex plans and reports.
- Prepare and administer professional services contracts.
- Pursue, process, and implement grants offered by local, state, and federal agencies.
- Creatively and expediently solve problems as needed in planning and building.
- Establish and maintain cooperative relationships with City officials and employees, the general public, and representatives of other agencies.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Select, supervise, train, and evaluate assigned staff.

Experience and Education:

Any combination equivalent to education and/or experience that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities is to possess a Bachelor's Degree from an accredited college or university with major work in planning, community development, urban design or a related field, and five years of progressively responsible professional planning experience including two years of administrative and supervisory experience. A Master's Degree in planning or related field is desirable.

Necessary Special Requirement:

Possession of a valid Class C California Driver's License.

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