



Job Code: 0299
FLSA: E
Unit: MGMT
Revised:

DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT

DEFINITION

The Director of Planning and Community Development is an exempt management position responsible for the management of the department of Planning and Community Development.

SUPERVISION RECEIVED/EXERCISED

Receives general supervision from the City Manager. Exercises direct supervision over Principal Planner and administrative support personnel and indirect supervision over Associate and Assistant Planner.

TYPICAL DUTIES

1. Under the direction of the City Manager, exercises overall responsibility for the provision of planning services.
2. Directs the establishment of department goals and objectives and development and administration of programs to meet goals and objectives.
3. Exercises responsibility for the proper organization, staffing and operation of the department of Planning and Community Development.
4. Provides staff assistance and advice to the City's Planning Commission.
5. As directed makes presentations before the City Council, other public bodies and community groups.
6. Advises and makes recommendation to the City Manager on planning matters.
7. Either personally or through subordinates reviews development projects to ensure projects are in conformance with general plan, zoning ordinances and related planning policies. Ensures latter are up to date and in compliance with state and local laws and regulations.
8. Either directly or through subordinates assigns work and provides direction to staff, evaluates staff performance, ensures desired performance levels are maintained, participates in personnel actions.

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9. Ensures department operates in compliance with City rules and regulations.
10. Directs the preparation and administration of an annual department budget.
11. Coordinates the department's activities with those of other City departments and public agencies.

MINIMUM QUALIFICATIONS

Knowledge Required:

Thorough knowledge of municipal planning to include land use planning and zoning, familiarity with general architectural standards, building construction, traffic planning.

Skill Required:

1. General management skills to include goal setting, planning, organizing, staffing, decision making, coordinating, problem solving and budget preparation and administration.
2. Personnel management skills to include employee selection, development, directing, counseling and evaluating.
3. Strong writing and speaking skills.
4. Skills to interpret and explain planning and zoning regulations.
5. Skill to maintain effective and harmonious relations with the development community.

Experience:

Substantial municipal planning experience to include responsible supervisory or management experience.

Education:

Four year degree from an accredited college or university in City planning or related field.

License:

Valid California driver's license.