



FEBRUARY 2018
FLSA: EXEMPT

ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR - PLANNING

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for the City's Planning Division; areas of responsibility include current and long-range planning, land use and zoning; assists in coordinating assigned activities with other City departments, divisions, and outside agencies; fosters cooperative working relationships among City departments, divisions, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Director of Community Development in areas of expertise; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Community Development Director. Exercises supervision over supervisory, professional, technical and administrative support staff.

CLASS CHARACTERISTICS

This is one of two Assistant Department Director classifications in the Community Development Department. The incumbent oversees, directs, and participates in major activities of planning programs by managing the staff, operations and services of the Planning Division. Assists in short- and long-term division planning, budgeting, development, and administration of departmental policies, procedures and services. Successful performance of the work requires an extensive professional background as well as skill in coordinating division work with that of other City departments and public agencies. Responsibilities include performing and directing many of the division's day-to-day administrative functions. This class is distinguished from the Community Development Director in that the latter has overall responsibility for all community development programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for the City's Planning Division; areas of responsibility include current, and long-range planning, and the evaluation, interpretation and modifications to the General Plan, Housing Element and Zoning Ordinance.
- Assists in the preparation of the Capital Improvement Plan by participating in team meetings, and providing highly complex technical support to the Community Development Director by researching/responding to issues raised during the Plan's review and evaluation by the Planning Commission and City Council. Manages and participates in the development and implementation of

goals, objectives, policies, and priorities for assigned functions and programs; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.

- Assists in managing the Community Development annual budget and capital improvement budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Director; directs the implementation of improvements.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Director.
- Meets with division staff regarding interpretations of the zoning code, processing of complex projects, and the assignment and monitoring of work.
- Meets with developers, engineers, property owners, contractors, and other agencies to discuss potential project proposals, pre-applications, feasibility analysis, currently submitted proposals, and/or status of development projects; answers questions and responds to inquiries.
- Serves as a liaison for the division with other City departments, divisions, and outside agencies; attends meetings in various locations; provides staff support to commissions, committees, and task forces; participates in community events and workshops that provide public information regarding division programs, projects, and services.
- Negotiates contracts and agreements; coordinates with City department representatives to determine City needs and requirements for contractual services; Reviews Requests for Proposals; participates in evaluation and makes recommendation to the Director.
- Represents the division to other City departments, elected officials, and outside agencies; explains and interprets division programs, policies, and activities.
- Conducts a variety of division organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects to the City Council, Planning Commission, and a variety of other boards and commissions, as assigned by the Community Development Director; attends meetings.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of community development.
- Recommends modifications for the Master Fee schedule, drafts language for explanation of any fee modifications, and attends Council meeting to consider the Master Fee schedule revisions.
- Directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or division operations; implements policy and procedural changes as required.
- Maintains awareness of regional planning efforts, determines value of participation by the City and, if warranted, oversees participation, provides information and reviews documents.
- Responds to difficult and sensitive public inquiries and responds with requested information or holds meetings to discuss concerns and issues.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.
- Public agency budgetary, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Concepts, theories and principles and practices of current and long range planning including General Plan and zoning ordinance administration, land use, and environmental impact reviews.
- Advanced knowledge of land development requirements and processes such as the Subdivision Map Act, Environmental Impact Reports and Transportation Impact Analyses.
- Authorities invested within the Planning Commission and the City Council for planning related policy decisions.
- Current or proposed local and regional construction or transportation development projects impacting City planning operations.
- Principles and practices of planning program development, implementation, and management in a municipal setting.
- Methods and techniques of interpreting and explaining complex regulations to internal and external stakeholders.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Methods and techniques for the development of presentations, contract negotiations and business correspondence;
- Research and reporting methods, techniques, and procedures.
- Modern office practices, methods, computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the division and assigned program areas.
- Manage and direct the operations of a municipal planning function.
- Interpret and apply the provisions of complex rules, regulations, codes and ordinances.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.

- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations. Conduct negotiations and effectively represent the City and the division in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the maintenance of complex filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships and build consensus with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in urban planning, engineering, public administration, business administration or a related field, and five (5) years of professional planning experience, three (3) years of which should include planning program management or supervision.

Licenses and Certifications:

Possession of a valid California driver license and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing division policies and procedures.