

**EXECUTIVE MANAGEMENT****DIRECTOR OF PLANNING AND DEVELOPMENT**DEFINITION

Under administrative direction, plans for the orderly development of the City; administers and directs the Department of Planning activities, including participation in current and long-range planning programs, zoning, and subdivision regulations and zoning enforcement; and does related work as required.

DISTINGUISHING CHARACTERISTICS

Persons allocated to the Executive Management class report to the City Manager and are responsible for the supervision of all divisions within their department, requiring technical and administrative expertise. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing an efficient, effective, departmental operation. The incumbent is responsible for the performance of the Department, limited only by established procedures, precedents, and administrative regulations. The incumbent is expected to participate in the formation of City policies and to provide leadership on the management team.

TYPICAL TASKS

Initiates and supervises the continual general planning process for the City in both its technical and administrative aspects; develops programs in connection with technical research, analyses, projection, and general implementation of the general plan for the City and its related plans; establishes general plan assignments and responsibilities for departmental employees and provides technical and administrative policy guidance and direction to departmental employees; provides staff support to the Planning Commission and represents the Planning Commission to the City Council; presents, explains, and recommends a variety of planning matters to City Council, City Manager, and Planning Commission; carries out directives and recommendations of Planning Commission, City Council, and City Manager; meets with and represents Planning Department in its contacts with realtors, developers, engineers, architects, attorneys, and other groups and the general public; collects and tabulates statistical data relating to land use, population, and economic characteristics of the City; assembles a wide variety of information and data in preparation of planning reports and studies; supervises the preparation of maps, charts, and graphs on interpretation of various planning studies; supervises the review and processing of tentative subdivision plans; keeps abreast of new developments, techniques, and directions in the planning and zoning fields; recommends planning and zoning ordinance revisions and changes; prepares correspondence and reports; confers with officials of other departments and agencies on matters of joint concern; assists in the preparation of cases for legal action and enforcement of codes; investigates citizen complaints and applications; prepares and recommends budget to the City Manager and City Council; recommends economies of the department through the more efficient use and conservation of labor, supplies, and materials; trains and assists in the enforcement of zoning and related regulations; administers, supervises, and participates in the technical work required to implement the planning and zoning programs of the City.

EMPLOYMENT STANDARDS

Training & Experience - Any combination of education and experience equivalent to graduation from a recognized college or university of recognized standing

with specialization in planning, architecture, public administration, or related field; recognized professional leadership and at least four years of recent successful experience in planning administration, two years of which involved the supervision and administration of professional planning personnel.

Knowledge & Abilities - Knowledge of theory, principles, and practices of all phases of municipal planning and zoning; knowledge of state, county, and city laws and regulations applicable to planning; knowledge of current trends in federal, state, and local planning; knowledge of principles of economics, statistics, sociology, public finance, and governmental budgetary practices as applied to city planning; knowledge of community organizations and resources; knowledge techniques of training, supervision, and public relations; fiscal and budgeting methods; knowledge of procedures of modern office management and sound personnel administration; ability to prepare, revise, and interpret sound planning programs for the City; ability to research, analyze, and interpret data pertaining to planning and zoning; ability to plan, coordinate, direct, and evaluate the work of others; ability to research, compile, and present statistical and comprehensive reports orally and in writing in a logical manner; ability to establish and maintain cooperative working relationships with the general public and city employees; ability to speak effectively in public orally and present ideas cogently and effectively; ability to prepare, analyze, administer budgets, prepare reports, and keep records; ability to demonstrate wise judgement, good problem solving techniques, common sense, and an awareness of the organizational impact of one's decisions; ability to explain, persuade others to ensure compliance with established or revised procedures, both in writing and orally.

Licenses & Certificates - Possession of a valid California vehicle operator's license.

#### WORKING CONDITIONS

Work is performed primarily in an office environment. Incumbent must be able to work long hours and attend night meetings after working a full day.