



JOB DESCRIPTION

City Planner

Date Prepared: September, 2015

SUMMARY: Under limited supervision, manages and oversees the operational functions of the City's Planning Division.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Manage the operations of the Planning Division on a daily basis.
- Serve as the Planning Commission Secretary with oversight of the meetings.
- Act as the Zoning Administrator on land use issues and administrative requests.
- Represent the Planning Division in meetings with City management, developers, and civic groups; make presentations of various types to these groups.
- Oversee amendments of the City's General Plan.
- Manage the operations of the Development Department in the absence of the Director, including Planning Building, Code Enforcement, and Business License.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's degree in Urban and Regional Planning or a closely related field; AND eight years professional municipal planning experience, including four years of supervisory or management experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Principles and practices of public administration.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Principles and practices of negotiation.
- Principles and practices of urban and regional planning.
- Architectural design and construction methods.
- State Environmental Quality Act.
- State Subdivision Map Act.
- State planning laws.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with City Manager, Planning Commission, City Clerk, department heads, managers, supervisors, employees, contractors, developers, external public and private agencies and the general public; applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking. May be required to lift and carry items weighing up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and attend night meetings after regular working hours; and if assigned must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date