



JOB DESCRIPTION

Assistant City Planner

Date Prepared: August 2022

SUMMARY: Under direction of the City Planner (Director), the Assistant City Planner (Assistant Director) provides enhanced oversight and supervision of the day-to-day operation of the Planning Department, including assistance in developing department goals; developing and managing the department budget; applying for and managing grants; assessing processes and workloads; training, motivating, and supervising Planning Department staff; administering consultant service contracts; maintaining state and federal compliance in various planning and housing activities; and representing the department with other government agencies, community groups, and/or businesses. May act as the City Planner in his/her absence and perform other duties, as required; performs related duties, as required.

ESSENTIAL FUNCTIONS:

Essential duties and responsibilities may include, but are not limited to the following:

- Oversee a team of current and Advance Planning professional staff; which analyze a wide range of complex proposals; manage the proposals through the entitlement/public hearing process, completion and implementation.
- Facilitate public meetings and make presentations to the City Council, Planning Commission, committees, developers, community groups, and outside agencies.
- Act as the Zoning Administrator, as needed.
- Serve as the inter-governmental representative for the Planning Department; attend SCAG, SBCOG and other agency meetings.
- Monitor ongoing proposed and/or approved state and federal laws for the department.
- Develop/modify municipal code based on new laws; and/or adjust administrative procedures to remain in compliance with applicable laws.
- Assist and advise the Planning Commission during public meetings.
- Analyze, prepare, review and present staff reports, conduct workshops, draft ordinances, resolutions, and policies.
- Maintain General Plan compliance, such as mandatory element updates and annual progress reports.
- Supervise and support staff with clear direction, set of work priorities, work schedules, training, and coordination of activities between divisions and departments.
- Manage various grants and support staff, including annual HUD grants, by seeking, applying and managing the implementation of grants.
- Assist with economic development activities.
- Oversee environmental assessments, providing detailed written comments on special studies performed by outside consultants and for outside agencies.
- Assist the City Planner with assigned aspects of the implementation of the City's Homelessness Solutions Strategic Action Plan, such as completing and managing supportive service goals and housing initiatives.
- Assist in managing current budgets and drafting new program and department budgets.
- Perform related duties as required.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

A bachelor's degree from an accredited four-year college or university with major coursework in Public Administration, Public Policy, Planning, Urban Studies, Economics or a closely related field AND five years of professional planning and community development experience, including a minimum of three years of management and administration experience in a supervisory and leadership role. A master's degree in a related field is desirable.

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.

Knowledge of:

- Principles, methods, and procedures of City planning.
- State, federal, and local laws, codes, trends and ordinances related to planning, zoning, affordable housing, homelessness, and environmental analysis.
- The relationship and responsibilities of federal, state, regional and local government agencies in the planning and regulation of land development and uses.
- Research and inspection procedures.
- Urban design, including the working knowledge of architectural and civil engineering principles.
- Statistical and research methods as applied to the collection, analysis and presentation of planning data.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, GIS applications and databases.
- Cost accounting procedures, practices, and their relationship to budgeting.
- Principles and practices of staff management, supervision and training.
- Principles and practices of contract administration.
- Grant writing and application procedures.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, GIS applications, and databases.
- Legal, ethical, and professional rules of conduct for public sector employees.

Skill in:

- Assessing community needs and evaluating programs using outcome data to determine effectiveness of program components and recommend program modifications, as necessary.
- Establishing and coordinating program services, policies, ordinances and procedures to achieve desired goals and maintain conformity with federal, state, and local regulations, and best practices.
- Exercising sound judgment and political astuteness in complex situations.
- Developing creative and effective solutions to challenging problems and issues.
- Coordinating activities across multiple City departments and other agencies.
- Selecting, training, supervising, developing, evaluating, and motivating staff.
- Coordinating and overseeing programmatic budgeting, and/or fiscal reporting activities.
- Preparing and delivering clear and concise oral and written reports, policies, procedures, and other written materials.
- Using work-related computer applications such as Microsoft Windows, Word, Excel, Outlook, database management, and internet communications.
- Prioritizing work and coordinating several simultaneous activities.
- 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 judgments.
- Interpreting and applying City, state, and federal policies, laws, and regulations.

- Building effective teams and providing high-quality customer service.
- Communicating effectively, both verbally and in writing.
- Establishing and maintaining cooperative working relationships with City Management, City Council, department heads, managers, supervisors, employees, external auditors, external public and private agencies and the general public.
- Applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment, in close proximity to other workers. Incumbent may be exposed to constant interruptions. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes and/or utilizing a hand dolly to lift and transport materials and supplies 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 overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date