# **DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT - CRA**

### **DEFINITION**

Under administrative direction to plan, organize, direct, and coordinate the City's urban planning and community development activities; to be responsible for the administration and enforcement of zoning, property maintenance, subdivision, environmental and land use law, policies, ordinances, and codes and regulations; to oversee the development and revision of the general plan, zoning, development code and municipal code, redevelopment plans, and special studies; to oversee implementation of Federal and State funded programs for housing and community development and to perform related work as required.

### **MANAGEMENT RESPONSIBILITY**

This is a Department Head position for overseeing the City's planning, zoning, and community development functions, with responsibility for directing the divisions of Planning, Building & Safety, Engineering and Code Enforcement. All Department work is directed and coordinated by this position.

### **EXAMPLES OF DUTIES**

Plans, organizes, directs and coordinates the planning, environmental review community development programs; oversees the enforcement of zoning, subdivision, environmental and land use laws, ordinance, regulations and municipal code; coordinates the functions and activities of the Planning, Building & Safety, Engineering & Code Enforcement Divisions with other City Departments, committees and commissions; sets departmental priorities and oversees planning activities; directs the preparation and review of detailed planning and environmental studies and reports; provides technical staff support, information, and assistance to the Planning Commission, City Council and City Administrator; confers with property owners, project developers, representatives of other government agencies, citizens committees and other interested parties concerning community development issues and requirements, planning and zoning issues and requirements; directs the preparation and periodic update of the general plan, environmental procedures, zoning code, subdivision ordinances, and related regulations; prepares Department budget requests and controls expenditures; selects, trains and evaluates Department staff; oversees the selection of consultants and the administration of planning contracts; prepares and reviews staff

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## **EXAMPLES OF DUTIES (cont.)**

reports and correspondence; researches, prepares and reviews comprehensive planning reports and environmental studies; makes presentation to community groups and other governmental bodies; represents assigned functions with City staff and other governmental agencies as delegated.

## **SPECIAL REQUIREMENTS**

Possession of an appropriate California driver's license.

### **EMPLOYMENT STANDARDS**

## Knowledge of:

- Modern principles, practices, and techniques of planning & community development including urban planning, urban design, site planning, regional planning, environmental planning.
- Principles of personnel management and public administration.
- Principles of supervision and training.
- Applicable City, County, State, and Federal laws, rules, regulations and codes, affecting planning & zoning activities.
- Graphic illustration and public presentations.
- Principles of local government organization and financing.
- Budget development, preparation, and administration.
- Research methods and procedures.

and

# Ability to:

- Plan, organize, coordinate, and direct the planning, building and safety, code enforcement and engineering functions of the City.
- Provide direction, supervision, training, and work evaluation for staff.
- Formulate, implement, and evaluate the development of land use, zoning, environmental policies and ordinances.
- Interpret, explain, apply, and enforce a variety of planning, zoning, environmental policies, municipal codes, ordinances, and land use regulations.

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## **EMPLOYMENT STANDARDS - (cont.)**

- Organize, conduct, coordinate, and present major planning research studies.
- Serve as an advisor to the City Council, City Administrator, and other boards and commissions on issues relating to urban planning and the areas of responsibility.
- Prepare and administer the department budget and fiscal controls.
- Research, collect, and analyze information related to planning and zoning.
- Prepare a variety of reports and presentations.
- Effectively represent the City's urban planning functions with concerned individuals, organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

### and

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in urban planning, environmental studies, or a closely related field. A Master's degree is desirable. Certification by the American Institute of Certified Planners is highly desirable.

Work Background: Five years of progressively responsible and varied professional experience in planning or community development, including three years of experience in a management, supervisory, or administrative position.

July 2008