



## ***PLANNING DIRECTOR JOB DESCRIPTION***

### **GENERAL STATEMENT OF DUTIES:**

Plans, organizes and directs the overall operation of the Planning Department, including budget preparation and administration; serves as staff advisor on community development projects; acts as City liaison with developers and property owners; is responsible for zoning enforcement and coordination with other City enforcement functions; is responsible for long range planning projects; performs related work as required.

### **SUPERVISION RECEIVED:**

Works under the direction of the City Manager, who reviews work for conformance with policy.

### **SUPERVISION EXERCISED:**

Directs the activity of the Assistant Planner and Staff Assistant/Planning Technician and other contract staff as needed.

### **EXAMPLE OF DUTIES:**

Plans, organizes and provides planning and development services.

Analyzes community needs and develops programs to meet these needs in accordance with established City policies and available resources.

Serves as technical and professional advisor to the City Council, Planning Commission and other commissions and committees, as assigned by the City Manager, regarding matters pertaining to planning and zoning.

Recommends to the Planning Commission planning and zoning regulations and subsequent revisions thereto.

Recommends action on requests for variances, conditional use permits, zone changes and other special requests.

Monitors compliance with zoning and subdivision ordinances; maintains official maps, records and files related to areas of responsibility.

Meets and confers with groups and organizations concerning planning and development services. Administers C.E.Q.A. and other environmental regulations and establishes procedures for the administration thereof.

- Assists with Redevelopment programs, projects and activities.
- Oversees Code Enforcement.
- Acts as the City's Emergency Services Coordinator
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITY:**

Knowledge of the principles and practices of planning and zoning; knowledge of regulations and laws affecting planning, development and zoning; familiar with principles of economics, statistics and land use; knowledge of regulations and procedures regarding environmental issues. Employee must have the ability to get along with co-workers and interact with the public. Employee must have the ability to drive a vehicle.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Frequent sitting, some standing and walking required. Stooping, bending and reaching required on a daily basis. Moderate use of senses such as vision, audio and speech is required. High use of cognitive skills is required to complete essential functions of job. Works indoors under controlled conditions.

**EXPERIENCE AND TRAINING:**

Graduation from a college or university with a degree in planning or a closely related field; five years progressively responsible experience in planning or related professional capacity; or any combination of education, training and experience which provides the required knowledge, skill and abilities.

**SELECTION GUIDELINES:**

City application required; rating of education, certifications, and experience; oral interview, job-related tests; successful completion of pre-employment physical and Live Scan background check.

**PROBATIONARY PERIOD:**

Employees must complete twelve (12) months of probation at a satisfactory level prior to gaining permanent status.

**This job description is not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by his/her immediate supervisor. This position is an at-will Exempt Management position. The position is salaried and no additional compensation is authorized for overtime.**