

PLANNING DIRECTOR
\$67.5059 - \$86.1565 Hourly
\$133,391.66 – 170,245.32 Annually

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are not intended to reflect all duties performed within the job.

DESCRIPTION

Under general direction from the City Manager, performs a variety of supervisory, administrative and technical work in the development, implementation and maintenance of advanced and current planning, environmental review and zoning enforcement; plans, organizes, supervises, directs, reviews and participates in the work of professional, technical and office support staff; coordinates activities with other City departments and divisions and outside agencies and organizations; develops and implements programs and procedures within the Planning Department; makes recommendations to the City Council and Planning Commission on planning issues; provides information to developers and others on City codes and regulations relating to land use,; acts as Secretary to the Planning Commission and Design Review Committee performs related work as assigned.

CLASS CHARACTERISTICS

The Planning Director is a department head who exercises full responsibility for planning, organizing and directing the work activities of the Planning Department staff; and acts as liaison to the Planning Commission. Directly oversees functions of the Building and Safety Division and Code Compliance. This classification is distinguished from the next lower classifications by performance of overall management responsibilities of the Planning Department.

REPRESENTATIVE DUTIES

The representative duties listed include essential and marginal functions that vary depending on assignment in advance, current, environmental review or transportation planning, and priorities established by the City Manager.

- Plans, organizes, directs and coordinates all Planning Department activities including advance and current planning, zoning enforcement activities, prepares and administers the Department budget.
- Develops and implements procedures for the processing of work; analyzes proposed projects and prepares staff reports including recommendations on actions to be taken and related justification; confers with developers and citizens on proposed projects and gives direction and advice on how to gain compliance with City policies, codes and regulations.
- Selects, supervises and evaluates work of consultants and integrates consultants' work into department work program.
- Reviews community growth patterns, trends in land use, community needs and other factors in originating recommendations for controlling and regulating community development.
- Serves as secretary and provides administrative support for the Planning Commission and Design Review, and Development Review Committees; makes presentations to the City

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Council and Planning Commission and other groups concerning planning projects; prepares or directs the preparation of detailed studies related to proposed developments; may conduct general administrative projects concerning matters outside the scope of the planning function.

- Coordinates planning activities with those of other City departments and outside agencies; addresses public complaints regarding land use and planning activities.
- Presents and justifies proposed plans, plan revisions, ordinances and other recommendations involving advance, current and transportation planning objectives; develops, implements and maintains a sound general plan; conducts comprehensive housing, transportation, environmental and land use planning; directs current planning activities including the City's development review process involving zoning, development applications, subdivisions, historic architectural preservation, environmental review, design review activities; transportation demand management, coordination of planning and traffic engineering staff, and inter-jurisdictional coordination of transportation programs.
- Reviews, analyzes and develops projects and determines project priorities and scheduling; estimates personnel, resources and time required for project completion;
- Monitors complex projects as they proceed through the permit process and investigates complaints about current planning operations.
- Directs, reviews and evaluates the work of assigned staff; selects, evaluates and trains professional and support staff; may recommend disciplinary actions if necessary.
- Supervises professional work associated with (1) the comprehensive general plan, area plans, historic architectural preservation ordinance, design review ordinance, and other applicable planning areas, environmental impact reports, capital improvements plans, transportation plans; and (2) the Planning Commission, and City Council.
- Makes decisions within specified limits regarding land use, transportation and zoning matters; provides staff and technical assistance to the Planning Commission, and other boards and commissions; acts as a secretary to one or more of these boards or commissions.
- Prepares complete, accurate and concise written technical reports and correspondence; makes presentations before the City Council, commissions, committees, community groups, boards and governmental bodies.
- Keeps informed of current trends in the planning and/or transportation fields including legislation, court rulings, and professional practices and techniques; evaluates their impact upon City operations and recommends policy and procedural improvements;
- Meets with representatives, professionals, citizens, neighborhood groups and other organizations to encourage action or resolve problems related to the department's activities and projects.
- Evaluates Department staff arrangements, staffing levels, and work assignments and makes necessary recommendations to the City Manager; sets performance standards for Department staff and evaluates performance; submits hiring recommendations for staff to the City Manager.
- Contacts and Relationships: The employee has contact with essentially all persons affected or interested in the City's planning and development. A majority of the contacts are the developers, consultants, City advisory and policy-making bodies, and residents.

The acceptance or rejections by the City of given projects can be influenced by the employee's ability to properly communicate planning policies.

- Accountability: The employee is accountable to the City Manager for both administration of City's planning activity and for final review of major planning policy recommendations. The employee is expected to apply modern urban planning concepts and principles in providing advice and assistance to City officials, City commissioners and staff.
- Interface communications and meetings with the City Manager.
- Prepares, monitors, and administers Department's comprehensive budget.
- Researches, analyzes and makes recommendations on legislation impacting planning matters at the local level.
- Performs related duties, as required.

Working Conditions:

Work generally involves a high degree of concentration, especially in the consideration of technical and personnel problems and the origination of programs to increase department efficiency and improvement of services.

QUALIFICATIONS *Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.*

Knowledge of:

- Principles, practices, standards, information sources and trends in the fields of advance, current and/or transportation planning;
- Local, State and federal laws applicable to planning, zoning, subdivision, environmental review and transportation issues;
- Land use, physical design, demographics, environmental, social and economic concepts, and transportation, including public and private financing and capital improvements;
- Application of, modification of, and interrelationships between ordinances, policies, standards, procedures and practices associated with the planning function;
- Computer technology and statistical analysis techniques related to municipal planning;
- Local government organization and the functions and practices of a municipal planning unit;
- Methods and practices of community organization and citizen participation;
- Supervisory principles and practices, including budget, goals and objectives development and work planning and organization.

Skills in:

- Planning, organizing, assigning, reviewing and evaluating the work of assigned staff;
- Performing and coordinating technical aspects of advance, current and/or transportation planning activities, such as the collection and analysis of data, preparation of reports and recommendations pertaining to complex issues;
- Interpreting laws, policies, procedures, regulations, maps, specifications, site and building plans, graphs and statistical data;

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- Analyzing complex operational and administrative problems, evaluating alternatives and recommending and adopting effective courses of action;
- Developing and implementing goals, objectives, policies, procedures, work standards and management controls, including applying project management techniques;
- Directing the preparation of visual displays, such as maps, graphs and statistical data; preparing clear and concise reports, correspondence and other written materials and making clear oral presentations;
- Establishing and maintaining cooperative working relationships with those contacted in the course of the work; facilitating meetings with representatives, professionals, citizens and organizations to achieve problem solving;
- Exercising sound, fair and consistent independent judgment within established guidelines;
- Providing technical assistance and staff leadership to various boards and commissions;
- Must be able to attend evening or weekend meetings as required.

Education and Experience: Graduation from a four-year college or university with a major in Urban Studies, City and Regional Planning, Environmental Planning, Public Administration or related field. A master's degree is highly desirable. Extensive, increasingly responsible administrative and supervisory experience (five years +) in urban planning or related field; or any equivalent combination of education and experience that provides the knowledge, abilities and skills listed below:

- Extensive knowledge of modern theories, principles and practices of city planning.
- Thorough knowledge of modern organization and management.
- Working knowledge of other city departments, particularly as their operations may relate to city planning.
- Ability to plan, organize and direct the variety of activities found in a progressive city planning function.
- Ability to conduct studies on proposed developments and determine whether they meet City requirements and are in accord with City policies relating to community development and planning.
- Ability to develop plans designed to maintain departmental efficiency and responsiveness.
- Ability to deal effectively with representatives of the construction industry, developers, consultants and the general public.
- Ability to make effective oral and written, presentations.
- Ability to understand, interpret and apply complex guidelines.

Specialize Requirement

Possession of or ability to obtain, prior to employment, a Class C California driver's license and a good driving record.

Physical Demands and Work Environment:

- Long hours at a desk-3-6 hours per day. Longer periods when project demand dictate. Breaks for circulation should be taken.

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- Ability to perform complex tasks, coordinate and analyze various reports and other data; requiring precise attainment of set limits, tolerances or standards.
- Ability to make generalizations, evaluations or decisions without immediate supervision.
- Ability to set realistic goals or make plans independently of others and respond appropriately to changes in the work setting.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employees Signature

Date

Supervisor's signature

Date

Printed name of employee: _____

Printed name of supervisor: _____