

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA			
Position Title:	Planning Director	Department : Planning	
Reports to:	City Manager	FLSA Classification : Exempt	
Career Ladder:	Administrative Services Director	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

Under general direction of the City Manager, plan, organize and direct the activities and programs of the Planning department, including oversight of implementation of the General Plan; Zoning ordinance; the processing of permits, Subdivision ordinance, and environmental assessments, and administration; provide short and long-term planning. The Planning Director will serve as the “Responsible Official” under CEQA and as the Secretary to the Planning Commission as defined in the state government code. Perform other job related duties as assigned.

CLASS CHARACTERISTICS:

The Planning Director has department level responsibility for the overall direction and administration of the City’s planning function which involves short and long range planning functions. The incumbent is responsible for formulating policy, developing goals and objectives, supervising staff, administering the division’s budget and directing day-to-day operations. Assignments allow for a high degree of administrative discretion in their execution.

ESSENTIAL RESPONSIBILITIES:

Conducts comprehensive housing and land use planning; directs current planning activities including the City’s development review process involving zoning, development applications, subdivisions, landmarks preservation, environmental review and design review activities. Develops implements and maintains the General Plan

Advises the City Manager, the Planning Commission, and the City Council on aspects of City planning; presents and justify proposed plans, plan revisions, ordinances and other recommendations involving both short and long range objectives

Directs and participates in preparation of planning studies, including analysis, review and presentation of narrative and statistical findings and recommendations. Coordinates with other county and regional agencies and LAFCO

Serves as Secretary to the Planning Commission and provides staff leadership and technical assistance to other boards and commissions

Maintains effective and confidential relations with a variety of community organizations, groups and other individuals; works closely with other division heads and City staff to provide comprehensive services to City residents and to solve a broad range of service delivery, community and administrative problems

Assigns, directs, and evaluates professional and administrative support staff; plans for and provides in-service staff training; interprets City personnel and MOU provisions; makes recommendations for appointments, promotions, and disciplinary actions

Coordinates delegates and follows up on the work of assigned staff; sets work priorities, coordinates and schedules assignments and establish goals and objectives for the department

Directs the preparation of staff reports and memoranda; makes administrative and technical interpretations and recommendations and prepares correspondence

Performs related duties as required

MINIMUM QUALIFICATIONS:

Knowledge of –Management and supervisory principles and practices including budgeting, goals and objectives development, work planning, organization and employee supervision; Federal, state and local laws applicable to planning, zoning, subdivision and environmental review; local government organization and the functions and practices of a municipal planning function; Principles, practices and trends in the field of urban planning; Land use, physical design, demographics, environmental, social and economic concepts, including public and private financing and capital improvements

Skilled in -Planning, organizing, assigning, reviewing and evaluating the work of professional and administrative staff; Training staff in work procedures and providing for their professional development; Administering and managing a variety of technical planning projects and programs; Preparing, administering and monitoring a division budget and anticipating budgetary needs; Recommending comprehensive planning policy and programs based upon community needs, available resources, and overall City priorities and policies; Providing technical assistance and staff leadership to boards and commissions within assigned function; Using sound independent judgment in dealing with sensitive community planning issues and concerns; Dealing effectively with a variety of individual citizens, citizen groups, boards and commissions, staff and governmental groups; Coordinating programs with other departments and agencies; Preparing clear and concise reports, correspondence and other written materials

Ability to Plan, organization, assign, review and evaluate the work of assigned staff. Interpret laws, policies, procedures and regulations. Analyze complex operational and administrative problems, evaluate alternatives and recommend or adopt effective courses of action. Negotiate project conditions of approval, work well under urgency of deadlines. Develop and implement goals, objectives, policies, procedures, work standards and management controls, including the application of project management techniques. Prepare clear and concise reports, correspondence and other written materials and make clear oral presentations. Facilitate meetings with representatives, professionals, citizens and organizations to achieve problem solving. Exercise sound, fair and consistent independent judgment. Provide technical assistance and staff leadership to various boards and commissions. Exemplify and foster an enthusiastic, resourceful and effective service attitude with the public and all who are contacted in the course of the

work. Participate, foster and encourage all members of the Planning Division to work as members of a team, and establish and maintain cooperative working relationships with those contacted in the course of the work

Licenses and Certificates – Possession of or ability to obtain a valid California Driver’s License may be required. Must be a full member of the American Institute of Certified Planners (AICP)

Physical Abilities and Work Environment – While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

Other – Must complete an annual Statement of Economic Interest. Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Five years of progressively responsible professional planning and zoning experience which included two years of supervisory experience.

Education - Equivalent to graduation from a four-year college or university with major course work in city or regional planning, urban planning, or closely related field. A Master's degree in a related field is desirable.

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date