



**DEPUTY DIRECTOR OF DEVELOPMENT SERVICES –
PLANNING**

DEPARTMENT:	DEVELOPMENT SERVICES	CLASSIFICATION:	EXEMPT/ MID-MANAGEMENT
CREATED/ UPDATED:	MARCH 2020	PAY GRADE:	57

JOB SUMMARY

Under the direction of the Director of Development Services, directs, manages, supervises and coordinates the activities and operations of the planning division with an emphasis on customer service, including current and advance planning services and coordination of regional planning issues; coordinates assigned activities with other divisions, departments and outside agencies.

SUPERVISION EXERCISED/RECEIVED

Receives general direction from the Director of Development Services. Exercises supervision for assigned professional, technical and clerical staff.

ESSENTIAL DUTIES

Assume management responsibility for assigned services and activities of the planning division including City and regional planning.

Through strong leadership, ensure a high level of customer service from staff within the division.

Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.

Plan, direct, coordinate and review the work plan for planning staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Analyze development projects; conduct and direct development plan review and site inspections; meet with City staff and developers to solve development project problems.

Coordinate review of regional planning issues including congestion management and regional comprehensive plan.

Guide the design of development projects to result in high quality, aesthetically pleasing and functional construction projects.

Select, train, motivate and evaluate planning personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Serve as the Environmental Review Officer for the City; prepare environmental analyses and make recommendations to the Planning Commission and City Council.

Receive, evaluate and process public and City-initiated applications for general plan amendment, rezoning, and ordinance amendments; make recommendations as appropriate.

Prepare and present applications for annexation to the Planning Commission and City Council for approval; present City's recommendations to the Local Agency Formation Commission (LAFCO) for approval.

Direct the preparation and maintenance of a variety of narrative and statistical reports on state and federal applications and documents, records and files related to assigned activities and personnel; direct the preparation and design of maps, charts, models, sketches and other graphic presentations; direct demographic, housing, and land use research and analyses.

Perform related duties as required.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Graduation from an accredited college or university with a Bachelor's degree in city planning, architecture, civil engineering, public administration, or a closely related field. A Master's degree is preferred.

Experience:

A minimum of four years of increasingly responsible experience in city planning, one year of which must have been in a supervisory capacity.

Certifications:

Possession of California Class "C" driver's license.

Knowledge of:

- Planning, organization and management of the short and long range planning of the Community Development Department.
- Urban planning and environmental law, practices and implementation procedures.
- Environmental procedures and law.
- Land planning including subdivision laws.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- City government organization structure, operations and policies.

- Other applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Plan, organize, coordinate and direct short and long-range planning activities for the Community Development Department.
- Train and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

SPECIAL REQUIREMENTS

- Ability to attend special City events including weekends, evenings and holidays, as required.
- Ability to attend night meetings and work extended hours, as needed and/or required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk and hear, both in person and by telephone; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches for an item above or below desk level, and lifts or carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; exercise sound judgement in the absence of specific guidelines; establish priorities and work on multiple assignments and projects concurrently, and meet intense and changing guidelines given continual interruptions.

