

Planning Director

POSITION: 7001

SALARY GRADE:

NON-EXEMPT

General Statement of Duties: Performs complex professional and difficult administrative work planning, coordinating and supervising the staff and activities of the Planning Department; does related work as required.

Distinguishing Features of the Class: This is professional and administrative work directing the municipal planning program. The work involves the application of specialized knowledge in the formulation, installation, modification, and implementation of plans for the physical and economic development of the city. The Planning Director acts as technical advisor to the City Manager and municipal officials on matters relating to area planning and development. Supervision is exercised over gathering and evaluating social, economic, physical, and engineering data upon which to base planning recommendations. General policies that control the direction of planning studies and research are prescribed by the City Manager. Within such general policies, the Planning Director submits reports and recommendations on a variety of problems for the City Manager's consideration. The Planning Director serves as staff director for the Regional Planning Commission and is responsible for presenting matters for its attention, and for presenting its recommendations during meetings of the City Council.

Examples of Work: (Illustrative Only)

- Provides the work of the Planning Department, including scheduling tasks, setting priorities, advising staff members, and receiving and reviewing periodic progress reports;
- supervises the updating of City's General Plan, region-wide transportation planning, current planning and aids in economic development activities;
- establishes and maintains a policy of downtown improvement and coordinates that policy with other urban growth policies and zoning policies etc.;
- establishes and implements office policies (personnel, finance, purchasing, public relations, etc.);
- presents planning items to Planning Commission, Board of Zoning Appeals, and City Council;
- advises the public on development issues and planning policies and answers questions regarding planning and zoning;
- plans, organizes, and directs the activities of professional, technical, and clerical personnel to carry out the department's activities and objectives.
- maintains up-to-date knowledge of advances in planning theories, techniques, procedures, and research;
- advises City Manager on matters relating to planning and development;
- supervises the compilation of materials and the writing of department and other reports;
- serves as technical advisor to the Planning Commission, City Manager, City Council, and department heads on planning and zoning problems;
- gives advice to and cooperates with municipal officials in connection with new or contemplated capital improvements;
- prepares comprehensive reports based upon research and study of planning problems;
- provides staff assistance to Regional Planning Commission;
- prepares department budget;
- has primary responsibility for staff recruitment, development, and training;
- performs related tasks as required.

Required Knowledge, Skills and Abilities: Comprehensive knowledge of the principles and practices of City planning, as they pertain to the design and development of urban and regional areas, planning research, zoning and community renewal activities; comprehensive knowledge of economics and sociology as applied to municipal and regional planning; knowledge of the principles of research, and of sources and uses of socio-economic and related information; ability to supervise and perform technical research on economic and sociological problems; ability to analyze and systematically compile technical and statistical information, and to prepare technical reports; ability to develop and maintain effective working relationships with employees, officials of other agencies and the general public; ability to present technical information clearly and in an interesting manner to lay groups and the general public; good professional judgment. Extended periods of sitting at a workstation or desk. Manual dexterity to work efficiently on typewriter and/or computer keyboard for data entry. Ability to speak clearly.

Acceptable Experience and Training Graduation from a college or university of recognized standing with a Degree in Planning or comparable work background and extensive progressively responsible experience in city, regional or urban planning work, some of which shall have been at the level of Planner; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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Other Requisites: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. This job description should not be construed as an all-inclusive statement of every task required of the position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS

Physical Requirements: Task involves some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 lbs.); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods at a keyboard.

Environmental Requirements: Task may require infrequent exposure to adverse environmental conditions.

Sensory Requirements: Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.