

CITY OF SAN JUAN CAPISTRANO

PLANNING DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Planning Department including processing all development applications, conducting advanced planning studies and monitoring compliance of the general plan and municipal code with mandated state statutes; to administer the CDBG and Housing Program for the City and the Redevelopment Agency; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct supervision over technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assumes full management responsibility for all Planning Department services and activities including processing all development applications, conducting advanced planning studies and monitoring compliance of the general plan and municipal code with mandated state statutes; recommends and administers policies and procedures.
2. Manages the development and implementation of Planning Department goals, objectives, policies and priorities for each assigned service area.
3. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Plans, directs and coordinates, through subordinate level staff, the Planning Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with management staff to identify and resolve problems.
5. Assesses and monitors work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Confers with developers, contractors, architects and engineers; reviews development applications; explains City planning policies, procedures, rules and regulations.
7. Administers the City's CDBG program and Housing set-aside program; consults with other City staff and the redevelopment agency regarding grant funds.
8. Prepares, reviews and approves all staff reports and agenda items for City Council and Planning Commission; serves as secretary to the Planning Commission.
9. Prepares and/or reviews and approves special studies or reports requested by the City Manager or City Council.

Essential Functions (Continued):

10. Selects, trains, motivates and evaluates Planning Department personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
11. Oversees and participates in the development and administration of the Planning Department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
12. Serves as project manager for major planning programs; conducts advanced planning studies; ensures compliance with appropriate codes, regulations and ordinances.
13. Explains, justifies and defends Planning Department programs, policies and activities; negotiates and resolves sensitive and controversial issues.
14. Represents the Planning Department to other City departments, elected officials and outside agencies; coordinates Planning Department activities with those of other departments and outside agencies and organizations.
15. Serves as staff on a variety of boards and commissions; prepares and presents staff reports and other necessary correspondence.
16. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
17. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive municipal planning program.
Advanced principles and policies of regional and urban planning.
Zoning administration practices and methods.
Principles and practices of urban design and neighborhood revitalization.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Current developments and legal requirements for local planning.
Pertinent Federal, State and local laws, codes and regulations.

Skill In:

Managing and directing operations, services and activities of the Planning Department.
Planning, organizing, directing and coordinating the work of lower level staff.
Selecting, supervising, training and evaluating staff.
Interpreting and explaining City policies and procedures.
Researching, analyzing and evaluating public service methods and techniques.
Delegating authority and responsibility.
Identifying and responding to community and City Council issues, concerns and needs.
Developing and administering departmental goals, objectives and procedures.
Analyzing zoning requirements and policies and make recommendations for needed revisions.
Preparing clear and concise administrative and financial reports.
Preparing and administering large and complex budgets.
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
Interpreting and applying Federal, State and local policies, laws and regulations.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

Seven years of professional experience in urban planning including five years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in urban planning, urban design, public administration or a related field.