

CITY OF SAN JUAN CAPISTRANO

ASSISTANT 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 direct, manage, supervise, and coordinate daily operations of the Current Planning division of the Planning Department; to coordinate assigned activities with other City departments, divisions, and outside agencies; and, to provide highly responsible and complex administrative support to the Planning Director.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Planning Director.

Exercises direct supervision over supervisory, professional, technical and clerical staff.

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

Essential Functions:

1. Assumes management responsibility for the day-to-day operations of the current planning functions of the Planning Department, and serves as Acting Director in the absence of the Planning Director.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures for assigned programs; recommends appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for current Planning; reviews development applications; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
5. Trains, motivates and evaluates Planning Department personnel, as assigned; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Participates in the development and administration of the Planning Department budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors expenditures; recommends and implements adjustments.
7. Manages large and complex planning projects; conducts planning studies; interprets and applies environmental laws and regulations; ensures compliance with codes, ordinances and amendments.
8. Confers with developers, contractors, architects and engineers; reviews development proposals; negotiates agreements on acceptable site plans; ensures compliance with appropriate regulations and policies; makes recommendations and prepares reports.

Essential Functions (Continued):

9. Performs extensive research regarding implementation of policies established by the City planning or zoning ordinances or other land use and development ordinances.
10. Serves as liaison for the Planning Department with other City departments, divisions and outside agencies; negotiates and resolves sensitive and controversial issues.
11. Serves as staff on a variety of boards, commissions and committees, including Planning Commission; prepares and presents staff reports and other necessary correspondence; follows-up on discussions or agenda items.
12. Provides staff assistance to the Planning Director.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of urban planning.
14. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
15. Oversees functions of the public service counter and phones to maintain adequate coverage and service levels.
16. Reviews and makes recommendations on forms, procedures, and processes to reduce time and complexity and enable compliance with state and local regulations, and updates procedure manuals.
17. Creates and implements effective work tracking and monitoring systems.
18. Assists in developing and implementing improved records management procedures in the department.
19. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive urban planning program.
Principles and practices of urban planning.
Management skills to analyze programs, policies and operational needs.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Local laws and regulations pertaining to planning and development.
Pertinent Federal, State, and local laws, codes and regulations.
Effective negotiation skills.

Skill In:

Managing, directing and coordinating the work of lower level staff.
Selecting, supervising, training and evaluating staff.
Overseeing day-to-day operations, services and activities of the Planning Department.
Developing and administering division goals, objectives and procedures.
Preparing and administering budgets.
Preparing clear and concise administrative and financial reports.

Skill In (Continued):

Analyzing problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Researching, analyzing, and evaluating new service delivery methods and techniques.

Analyzing site design, terrain constraints, circulation, land use compatibility, utilities and other urban services.

Analyzing and developing policies related to land use.

Interpreting and applying Federal, State and local policies, laws and regulations.

Communicating clearly and concisely, both orally and in writing.

Maintaining good working relations with staff, applicants and the public, in the context of a team management environment.

Planning and carrying out work programs for self and others, evaluating results, and making appropriate adjustments and recommendations to bring projects to completion.

Applying flexibility and creativity to finding solutions.

Understanding and working effectively within the political and socio-economic framework of local government.

Maintaining effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment

Maintaining mental capacity which allows the capability of:

- Making sound decisions
- Demonstrating intellectual capabilities

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:

Five years of professional experience in current urban planning, including three years of administrative and supervisory responsibility.

Training:

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

WORKING CONDITIONS

Environmental Conditions:

Office Environment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

Ability to drive and walk over varied terrain in order to review proposed development sites.