

CITY OF TAFT

Salary Range 63.9
\$3078-\$3741 Bi-weekly

CLASS TITLE: DIRECTOR OF PLANNING AND DEVELOPMENT SERVICES

BASIC FUNCTION:

This is an “At-will” senior executive position reporting to and serving at the pleasure of the City Manager. The incumbent serves as the department head and is responsible for the overall management and administration of the Planning and Development Services Department and all other allied functions that may be assigned. An incumbent in this classification demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills. The position requires the ability to develop and implement an organizational vision which integrates City of Taft and departmental goals, priorities and values.

Under the general direction of the City Manager, to plan, organize, control, direct, supervise and personally perform a variety of professional and technical level work involving programs, projects, and activities related to the implementation and administration of the City’s Planning, Economic Development, Housing programs, Enterprise Zone and allied functions. This position serves as staff liaison and provides expert professional assistance to City management staff, City Council, Planning Commission, various public and private organizations, and the general public.

REPORTS TO:

City Manager

SUPERVISES:

The Director of Planning and Development Services exercises supervision over all Planning and Development Services professional, para-professional and clerical staff personnel including Grant Administrator, Enterprise Zone Manager, G.I.S. & Development Services Manager, and other positions as may be assigned.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Provide leadership and motivation to managers and staff to incorporate vision, strategic planning, and elements of quality management into the full range of the department’s activities in accordance with the City’s strategic plan objectives.
- Plan, organize, control, and direct the Planning and Economic Development, Housing, Enterprise Zone, and related programs, functions and activities of the City including affordable housing activities, residential rehabilitation programs, first time homebuyer program, residential community development block grant programs, and housing element programs including inclusionary programs.
- Recurring updates to the General Plan, Housing Element, Five (5) Year Implementation Plan and all other land use, and housing plans as necessary and appropriate.
- Develop and coordinate the implementation of long range plans, goals, objectives, policies, procedures, and work standards for assigned functions.

- Develop and oversee the preparation of California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents and ensure project compliance.
- Work closely with the City Manager, City Council, Planning Commission and other City departments, a variety of public and private organizations, consultants, contractors, citizen groups, and the general public in project management activities.
- Serve as staff liaison and provide expert professional assistance and recommendations to the City Council, Planning Commission, City management staff, various public and private organizations, and the public on planning and economic development, community-wide housing, and Enterprise Zone related matters.
- Understand the roles and relationships of the components of the City's stakeholders and implementation process and work closely with homeowners, landlords, contractors, developers, business owners, and property owners in providing program related information and resolving concerns.
- Exercise good judgment in setting the department's expected performance levels and program standards; holding self and others accountable for achieving these standards, and acting decisively to modify standards to promote customer service, and/or the quality of programs and policies.
- Develop and present recommendations and reports before the City Council, Planning Commission, Joint Powers Authorities, Special Districts, public and official contacts.
- Keep current on environmental codes, impact penalties, economic development, community interests and legislation; and develop or modify policy and ordinances as needed.
- Provide direction, supervision, training, and work evaluation for assigned staff.
- Effectively represent the City of Taft and the department in Joint Powers Authorities, Special Districts with the public, community organizations, and other government agencies.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, methods and techniques of land use and environmental planning and zoning.
- Socio-economic, environmental principles and statistical methodology and their application to urban and rural development.
- Successful economic development concepts and practices and affordable housing programs.
- The State Planning and Zoning Law, Subdivision Map Act, CEQA, NEPA and other laws or regulations which affect planning and development.
- Current trends in Federal, State and local planning.
- Principles of budget preparation and expenditure control.
- Principles of employee management, supervision, training, and work evaluation.

ABILITY TO:

- Effectively research, investigate and evaluate and make recommendations on variety of planning and economic development proposals.
- Formulate, evaluate, and develop land use ordinances and zoning policies.
- Establish and maintain cooperative and effective working relationships with community groups, public and private organizations and foster collaborative efforts with other municipalities
- Deal effectively with councils, commissions, boards, other departments and agencies, and the general public.
- Foster an environment where people who are diverse can work together cooperatively and effectively in achieving the department goals.
- Ensure that the planning staff is customer service oriented and community minded with a genuine desire to serve the public.
- Assess employees' unique developmental needs and provide opportunities which maximize employees' capabilities and contribute to the achievement of organizational goals.
- Effectively provide direction, supervision, and training, review staff work and resolve problems.
- Direct and participate in the development, maintenance, and preparation of a variety of statistics, records and reports.
- Develop and prepare annual budget to ensure cost effective operations and sound resource management while maintaining high levels of service to the community.
- Prepare, submit and present, clear, concise, and accurate reports either orally or in writing.
- Properly interpret, apply, explain and make decisions in accordance with rules, regulations, policies and procedures.
- Read and understand plans and blueprints.
- Establish and maintain department, program and project time lines and priorities.
- Operate a computer and assigned office equipment.
- Analyze situations accurately, adapt to changing situations and adopt an effective course of action.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way would be:

Experience:

Five (5) years of senior level management experience in government planning and land use.

and

Education:

Equivalent to graduation from an accredited four (4) year college or university preferably in Planning, Environmental Studies, Civil Engineering, or a field closely related to planning and land use.

Masters Degrees in Planning, Business Administration, Public Administration, or any other closely related field are highly desirable.

AICP or CEDC preferred.

LICENSES AND OTHER REQUIREMENTS:

Possess and maintain a valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Office and occasional outdoor environment.
- Driving a vehicle to conduct work.
- Constant interruptions.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Frequent use of depth perception, peripheral vision and color perception.
- Frequent use of hand-eye coordination and repetitive hand and arm motion.
- Occasionally lift and carry up to 25 pounds;
- Normal dexterity, for holding and grasping and operating a computer.
- Lift, carry, reach, push, pull, twist and manipulate large and small objects.