

CITY OF TAFT

CLASS TITLE: GIS/DEVELOPMENT SERVICES MANAGER

Salary Range 53.9

BASIC FUNCTION:

\$2397.83-\$2914.57 Bi-weekly

This is a management classification responsible for the organizational component(s) and programs/functions related to development services and allied functions as determined by Director of Planning and Development Services. This position is responsible for the development, implementation and administration of GIS and planning projects as assigned and coordination with all appropriate state and local officials, developers, and the public pertaining to planning projects and permit activities.

The incumbent is expected to demonstrate professional competence while working as a team member and exercises independent judgment in a variety of confidential and sensitive areas. Conducts responsible research, design and related work in preparing comprehensive, long-term plans and environmental analysis; performs a variety of technical planning functions, including gathering statistical analysis and reporting of social, economic and urban planning data for planning studies; assists in the development and maintenance of regional and geographic information systems; prepares environmental assessments, interprets demographic data and performs other job related work as required.

This position is designated as exempt under the Fair Labor Standards Act (FLSA).

REPORTS TO:

Director of Planning and Development Services.

SUPERVISES:

May provide supervision and/or lead direction to professional, para-professional, technical, clerical staff or interns.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Analyze and resolve complex aspects of land use, zoning and related regulations and laws.
- Coordinate GIS mapping projects for the City and provide technical assistance and support for mapping.
- Operate a personal computer and office equipment; computer networking and website development..
- Manage the development permit processing activities and coordinate with building and environmental permit processing.
- Maintain confidential information in accordance with legal standards and/or City regulations.
- Establish, implement, and achieve departmental goals and objectives and provide training and work coordination for planning staff.
- Develop, monitor and implement application processing procedures.
- Represent the City and department with the community and other agencies.

- Prepares application guidelines for development, building permits and map approvals.
- Interprets General Plan policies and implementing ordinances and resolves possible inconsistencies.
- Explains City recommendations and permit actions to applicants.
- Works in the compilation, analysis, and presentation of data necessary for the development and/or implementation of community plans and makes policy recommendations.
- Performs complex design and illustration work.
- Undertakes special studies and projects in a variety of areas.
- Coordinates and implements certain environmental review procedures.
- Acts as technical liaison to state and local agencies as requested.
- Assists in project agreement development and serves as public information source as required.
- Assists in developing, implementing, monitoring, updating and maintaining computerized data and provides associated programming expertise;
- Maintains computerized GIS data base;
- May assist in conducting special studies and network development concepts.
- Serves when assigned as a member of a planning task force composed of local, county, or state groups.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
- Makes presentations before various groups, including City Council, commissions, boards, committees, task forces, and on and off-site public meetings; participates in community events.
- Answers difficult questions; provides information to the public, other City departments, and other agencies; recommends and coordinates corrective actions; investigates, reports, documents and resolves complaints.
- Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public and provides effective conflict resolution, as needed.
- Attends assigned meetings and training and conferences; interacts with outside agencies and commissions; participates in teams, or committees, or associations, as needed

KNOWLEDGE AND ABILITIES

Knowledge of:

- Knowledge of GIS products, techniques, procedures and concepts including tax parcel recording process
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods.

- Principles and practices of supervision, staff selection, motivation, training and personnel management.
- Principles of effective public speaking, conflict resolution and excellent customer service.
- Principles, methods and techniques of land use and environmental analysis and current and advanced land use planning and zoning.
- The State Planning and Zoning Law, Subdivision Map Act, Redevelopment Law, the California Environmental Quality Act (CEQA), environmental impact assessment, pertinent County Ordinances and other State and County laws or regulations which affect planning and development.
- Principles of budget preparation and expenditure control.

ABILITY TO:

- Read and interpret planning, engineering, and building maps and documents.
- Develop programming code to automate, simplify and enhance day-to-day GIS operations.
- Perform City planning operations such as application processing, conduction of surveys, research, development of planning documents.
- Communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public.
- Be perceptive and innovative in the prediction and recognition of trends and problems and in the analysis and development of solutions to problems.
- Understand and communicate state and federal regulations, laws, codes, policies and solutions.
- Work with and control sensitive and confidential information.
- Plan, initiate, and manage complete complex and multiple simultaneous work assignments; set priorities and organize work to meet deadlines.
- Organize, implement departmental goals within City objectives.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Provide direction, supervision, and training for assigned staff; review work and resolve problems.
- Develop a budget and control expenditures.
- Relay technical support to GIS users: MapGuide, ArcView 3x and/or 9x, Autocad & GPS.
- Effectively represent the City in contacts with the public, community organizations, and other government agencies.
- Determine the appropriate level of environmental review for various projects (EIR, Negative Declaration, etc.) and assess mitigation measures for effectiveness.
- Reason, communicate, and persuade clearly, concisely, and effectively through speech, written reports, and graphic illustrations.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

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

Graduation from an accredited four-year college or university with a degree in planning, geography, economics, computer science, public administration, or related field; and

Two years recent experience working with a variety of GIS applications, preferably in local (municipal) government; and two (2) years experience in current or advanced land use planning supplemented with administrative and supervisory experience.

License:

Must possess and maintain a valid California Class C Driver's license.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

TOOLS AND EQUIPMENT USED

Network servers; desktop computers, including word processing and GIS applications; scanners, plotters; geo-positioning systems; motor vehicle; calculator; phone; and copy and fax machine.

PHYSICAL DEMANDS

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various parcels, development sites, street furniture, conducting of surveys, etc. Hand-eye-coordination is necessary to operate computers and various pieces of office and field equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to ginger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.