

## CLASS SPECIFICATION

Yuba County

January 2007

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**CLASS TITLE:** Assistant Director of Planning

**FLSA STATUS:** Exempt

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### **JOB SUMMARY:**

Assists the Director of Planning with managing, organizing and administering all phases of the County's Comprehensive Land Use Planning Program; provides management oversight and technical review for professional planning, zoning, environmental review activities; represents the department and provides technical assistance in meetings with County management, the Board of Supervisors and business liaisons and performs related work as assigned.

### **CLASS CHARACTERISTICS:**

This management position directs the day-to-day activities and operations of the Planning Department; provides direction and supervision for professional and technical staff; assists the Director of Planning with policy development, program and project planning and budget administration and provides professional technical knowledge and expertise as required. This class is distinguished from the Director of Planning in that the latter is accountable for accomplishing agency-wide planning and operational goals and objectives and has overall management responsibility for the Planning Department.

### **EXAMPLE OF DUTIES:**

#### **Essential:**

- Assists with the implementation of goals, objectives, policies, procedures and work standards for the Planning Department; provides input on the administration, management and operations of the Community Development and Services Agency.
- Participates in the preparation and administration of the department's budget; recommends changes to increase the efficiency and effectiveness of the department or agency.
- Plans, organizes, assigns, manages, reviews and evaluates the work of assigned staff either directly or through subordinate supervision; recommends selection of staff and provides for or coordinates staff training; conducts performance evaluations and administers discipline as required.
- Provides oversight, direction and work review for professional and technical staff; sets priorities for work assignments and follows up to ensure timely completion; ensures effective morale and productivity.
- Manages and evaluates the departments work activities, projects and programs; monitors progress to ensure timely and efficient operations and participates in long-range plans.
- Manages and directs departmental activities in the absence of the Director of Planning.
- Confers with and represents the department and the County in meetings with members of the County Board of Supervisors, local and state groups, various governmental agencies, developers, contractors, business and industrial groups and the public.
- Provides professional planning knowledge and technical expertise; interprets planning programs and related ordinances to planning department staff, business liaisons, County management and the public.
- Interprets, explains and makes recommendations on various laws, regulations and policies pertaining to zoning and land use.
- Assists with directing and coordinating updates to the Yuba County General Plan.
- Participates in meetings with adjacent jurisdictions; reviews and provides input on planning/environmental programs/projects in adjacent jurisdictions.
- Directs the preparation and review of planning studies and reports; meets with property owners, project developers, public officials and others regarding planning, zoning and subdivision needs.
- Monitors and interprets changes in laws and regulations related to Planning Department functions; evaluates their impact upon County activities, and develops and implements policy and procedural changes as required; drafts changes and implements after approval.
- Directs the research and preparation of technical and administrative reports and studies; prepares written correspondence as necessary.

**QUALIFICATIONS:**

**Knowledge in:**

Principles, practices and programs related to community and urban development.  
Principles, practices and procedures related to the development and implementation of a comprehensive planning and zoning code compliance program.  
Trends and statistics affecting community planning.  
Federal, State and local laws, rules and regulations relating to planning, zoning, subdivision and environmental review.  
Principles and practices of employee supervision including selection, work planning, organization, performance review and evaluation, employee training and discipline.  
Administrative principles and practices, including goal setting, program development, implementation and evaluation and the supervision of employees.  
California Map Act provisions and experience in applying them is desirable.  
LAFCO Statutory provisions and processes and experience in applying them are desirable.  
CEQA processes and experience in applying them is desirable.  
Principles and practices of budget administration and review.  
Techniques for making effective public presentations.  
Techniques for representing the department and the County in meetings and negotiations with a wide variety of individuals, as well as public and private agencies and organizations.

**Skill in:**

Planning, organizing, directing, and coordinating the activities of management, supervisory and technical staff to accomplish the goals of the Planning Division.  
Developing and implementing both short and long terms goals, objectives, policies, procedures and work standards.  
Understanding, interpreting, explaining and applying complex county, state and federal laws regulating planning programs and projects.  
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.  
Making effective presentations and representing the department with individuals, community organizations and other governmental bodies regarding community development, environmental protection and zoning administration.  
Reviewing, analyzing and interpreting data pertaining to planning and zoning activities in complex rural and urban areas.  
Making recommendations based on findings in studies, field observation, and public contacts.  
Preparing comprehensive planning reports.  
Assisting with budget preparation and administration.  
Establishing and maintaining effective interpersonal relations with the general public and personnel at all organizational levels.  
Communicating effectively both orally and in writing.

**Ability/Physical Requirements:**

- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to attend meetings and inspect development sites.
- Vision to read printed materials including a computer screen for extended periods of time..
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Working Conditions:**

Attend meetings outside of normal working hours.

**Licensing and Certification:**

Possess a valid California Class C driver's license.

**Background:** The minimum and preferred requirements for this position are described below:

**Minimum:** Graduation from an accredited four year college or university with major course work in city, regional, urban planning or a related field and six years of progressively responsible experience in city, county or regional planning which has included at least one year of supervisory or management experience.

**Preferred:** In addition to the minimum requirements, a Masters Degree in city or regional planning or a related field and additional years of highly responsible City or County management experience. American Institute of Certified Planners (AICP) membership is desired.

**This Class Specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**