

CLASS SPECIFICATION

Yuba County

April 2007

CLASS TITLE: Director of Planning

FLSA STATUS: Exempt

JOB SUMMARY:

Plans, organizes, coordinates and directs the County's Comprehensive Land Use Planning Program; provides professional planning, zoning, environmental review and land development expertise to County management, the Board of Supervisors, Planning Commission, other governmental agencies and advisory committees; oversees and directs General Plan updates; assures compliance with County, State and Federal laws, rules and regulation for Planning Department functions and performs related work as assigned. This is an "at will" position appointed by and working at the direction of the County Administrator.

CLASS CHARACTERISTICS:

This senior level management position is responsible for overseeing the operations of the Planning Department in the Community Development and Resources Agency. Responsibilities include policy development, program and project planning and budget administration. Incumbents will coordinate with the County Administrator, Board of Supervisors, Planning Commissioner management staff, other County departments, governmental agencies and business liaisons to manage and accomplish the complex functions of the department. The incumbent is accountable for accomplishing agency-wide planning and operational goals and objectives and for furthering County goals and objectives within general policy guidelines. This position reports to the Community Development and Services Agency Director on all critical functions of the Planning Department.

EXAMPLE OF DUTIES:

Essential:

- Develops and directs 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; contributes to the overall quality of the agency by developing, reviewing and making recommendations for improvements to ensure maximum service provision.
- Participates in the administration, development and forecasting of funds, needed for staffing equipment, materials and supplies for the Planning Department budget; reviews department revenue and expense activities and reports.
- Directs the selection of staff and provides for their training and professional development; interprets regulations and County policies and procedures to employees; ensures effective morale and productivity and discipline of departmental staff.
- Manages and directs the work of professional and/or technical staff engaged in various planning and regulatory activities, directly or through subordinate supervision.
- Directs the development of the departments' work plan; assigns work activities, projects and programs; coordinates project review; prepares long range plans; monitors workflow; reviews and evaluates work methods and procedures; ensures timely and efficient operations.
- Represents the Planning Department in meetings and coordinates Planning Department activities with those of other departments, outside agencies and organizations.
- Serves as Zoning Administrator, interprets, explains and makes recommendations on various laws, regulations and policies pertaining to zoning and land use.
- Reviews and makes recommendations on major or sensitive land development applications; works with groups in developing and implementing programs to resolve issues related to land development; advises the County Administrator, the Board of Supervisors and the Community Development and Services Agency Director on related matters.
- Directs and coordinates updates to the Yuba County General Plan.
- 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.

- Serves as technical advisor to the Planning Commission; represents the Planning Department before the Board of Supervisors, Planning Commission and Local Agency Formation Commission (LAFCO) meetings.
- Directs the research and preparation of technical and administrative reports and studies; prepares written correspondence as necessary.

QUALIFICATIONS:

Knowledge in:

Principles, practices and procedures related to governmental planning.
Principles, practices and procedures related to the development and implementation of a comprehensive planning and zoning code compliance program.
Principles, practices and programs related to community and urban development.
Geographic, socio-economic, transportation, political and other elements related to County planning process.
Principles, practices and procedures related to environmental protection as applied to areas of varying size, terrain, population density, and land use.
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 is desirable.
CEQA processes and experience in applying them is desirable.
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 budget administration and review.
Funding sources impacting program and service development.
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 operations of the Planning Department.
Planning, supervising, reviewing and evaluating the work of staff.
Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.
Administering ordinances and laws related to planning projects or land use applications.
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 concerned with community development, environmental protection and zoning administration.
Directing the collection, analysis and interpretation of data pertaining to planning and zoning activities in complex rural and urban areas.
Analyzing data and making recommendations based on findings in studies, field observation, and public contacts.
Preparing comprehensive planning reports.
Preparing and administering a departmental budget.
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 computer screen for prolonged 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 seven years of progressively responsible experience in city, county or regional planning which has included at least two years of supervisory or management experience.

Preferred: In addition to the minimum requirements, a Masters Degree in city, regional, urban 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.