



MARCH 2018
FLSA: EXEMPT
Bargaining Unit: UD
JCN: 1285

DIRECTOR OF PLANNING & BUILDING

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the County's Planning and Building Department, which includes current and long range planning, building inspections, and code enforcement divisions; coordinates and provides expert professional assistance to County management staff on planning, zoning, building code enforcement, and redevelopment programs and related activities and functions; provides highly responsible and complex professional assistance to the Chief Administrative Officer, County departments, and the Board of Supervisors in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Chief Administrative Officer. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is an at-will department head position appointed by the Board of Supervisors and, pursuant to County Charter, is evaluated by the Chief Administrative Officer for submittal to the Board of Supervisors. Under a delegation of authority from the Board of Supervisors, this class has the overall responsibility for the coordination, direction, and administration of the Planning and Building Department. Successful performance of the work requires knowledge of public policy, municipal functions, and activities, including the role of an elected Board of Supervisors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the County's current and long range planning, building and code enforcement functions within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the County's current and long range planning, building inspection, and code enforcement..
- Manages and participates in the development and administration of the Department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs assigned staff; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns; works with department management and staff to build and maintain a high performing team.
- Works closely with the Board of Supervisors, Chief Administrative Officer, related County departments, key officials of local, regional, state, and federal agencies, and citizens groups in

developing and implementing programs related to planning, building, and code enforcement; and advises the Chief Administrative Officer and the Board of Supervisors on related issues and programs.

- Contributes to the overall quality of the Department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and County needs; determines priorities; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Establishes and implements departmental policies and procedures; reviews legislation affecting department operations and revises procedures accordingly interprets and recommends changes in zoning, building, and other ordinances.
- Makes final interpretations of County regulations and various ordinances, codes, and applicable laws to ensure compliance.
- Coordinates the preparation of a wide variety of reports or presentations for County management or outside agencies.
- Expedites implementation of plans and programs approved by the Planning Commission and the Board of Supervisors.
- Confers with other departments, agencies, or individuals regarding planning, building inspection, and code enforcement programs and projects; conducts negotiations with city, state, and federal agencies; coordinates department activities with other agencies.
- Attends meetings and conferences as a representative of the County; addresses groups and individuals to interpret planning, building inspection, and code enforcement programs and to explain County growth trends and development.
- Prepares complaints for legal action against violators of ordinances.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices, and programs related to community and urban development.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to the administration of planning, zoning, building inspections, and code enforcement programs and projects; legal requirements relating to land use.
- Local government organization and the functions and practices of a county planning and building inspections function.
- Public agency budget development, contract administration, County-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Funding sources impacting program and service development.
- Land use, physical design, demographics, environmental, social, and economic concepts, including public and private financing and capital improvements.
- Principles, practices, and trends in the field of urban planning.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the Department and assigned program areas.
- Provide administrative and professional leadership and direction for the Department and the County.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Understand, interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations pertaining to planning, building inspections, and code enforcement programs and projects.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and administrative support staff; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Plan, organize, administer, and coordinate a variety of large and complex services, programs, and staff.
- Recommend comprehensive development-related policies and programs based upon community needs, available resources, and County priorities and policies.
- Analyze complex technical and administrative problems, evaluating alternative solutions and adopting effective courses of action.
- Exercise sound independent judgment within general policy guidelines.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in urban or regional planning, public administration, geography, architecture, architectural engineering, land use economics, or related field, and seven (7) years of supervisory or management experience in city/county urban or regional planning, permit processing, and/or development-related activities which has included program planning, development, and administration and working with community organizations.

A master's degree in urban planning or a related field is highly desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Certification by the American Institute of Certified Planners (AICP) is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect development sites, including traversing uneven terrain, climbing stairs, and other temporary or construction access points; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification with frequent field work, such as inspecting development sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to attend meetings outside of regular working hours.