



**MARCH 2020**  
**FLSA: EXEMPT**  
**Bargaining Unit: UM**  
**JCN: 0175**

## **ASSISTANT DIRECTOR OF PLANNING AND BUILDING**

### **DEFINITION**

Under administrative direction, assists in planning, organizing, managing, and providing direction and oversight for all functions and activities of the County's Planning and Building Department, which may include commercial cannabis, vacation home rentals, current and long-range planning, building inspections, and code enforcement divisions; coordinates and provides expert professional assistance to County management staff 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 Director of Planning and Building. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

### **CLASS CHARACTERISTICS**

This is an assistant department director classification that manages and directs the day-to-day activities and services of some divisions within the Planning and Building Department, and serves as a high level resource to provide the Director objective, independent advice and recommendations on significant policy issues and/or activities affecting the full range of departmental programs. The incumbent assists in short- and long-term technology program planning, development, and the administration of departmental policies, procedures, and services. In addition to providing direct management oversight over commercial cannabis, code enforcement, vacation home rentals, cemetery, and airport operations. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other County departments and outside agencies. Responsibilities include assisting with managing the department's administrative functions and assisting the department director in the achievement of departmental goals and objectives.

This class is distinguished from the Director of Planning and Building in that the latter has overall responsibility of policy development, program planning, fiscal management, and operation of the department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs, such as commercial cannabis, code enforcement, vacation home rentals, cemetery, and airport operations; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures for the Planning and Building.
- Assists in the overall direction and management of the department, including managing and participating 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.

- Recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as requested; maintains discipline and high standards necessary for the efficient and professional operation of the department.
- Works closely with the Director of Planning and Building in the development and implementation of long- and short-term strategies.
- 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; 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 changes.
- Monitors developments in legislation related planning, building, and related functions, evaluates their impact on the County operations; recommends and implements policy and procedural improvements to meet legislative obligations.
- Represents the County and the department in meetings with representatives of governmental agencies, professional and business organizations, employee organizations, and the public.
- Participates in the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine County contractual obligations and requirements; negotiates contracts and agreements and manages same after award.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations; researches emerging products and enhancements to evaluate applicability to County needs and recommends course of action.
- Acts as the Director of Planning and Building on a relief basis.
- 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.
- Advanced principles, practices, and programs related to community and urban development, commercial cannabis, vacation home rentals, and other related areas.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to the administration of planning, zoning, commercial cannabis, vacation home rentals, 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 functions.
- Public agency budget development, contract administration, County-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of leadership.
- 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 practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- 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:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, work standards, and internal controls for the department and assigned operational 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, code enforcement, commercial cannabis, 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 and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Plan, organize, administer, and coordinate a variety of large and complex services, programs, and staff.
- Display political acuity in a variety of circumstances.
- Recommend comprehensive development-related policies and programs based upon community needs, available resources, and County priorities and policies.
- Analyze complex technical and administrative problems, evaluate alternative solutions, and adopt 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 a closely related field;

AND

Five (5) years of supervisory or management experience in city/county urban or regional planning, building inspections, code enforcement, permit processing, and/or development-related activities which has included program planning, development, and administration and working with community organizations.

Advanced level policy development and implementation experience or budget development experience analyzing short- and long-term impacts may substitute two (2) years of the above experience.

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

**Licenses and Certifications:**

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License 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.