



**MARCH 2018**  
**FEBRUARY 2024**  
**FLSA: EXEMPT**  
**Bargaining Unit: UM**  
**JCN: 0284**

## **DEPUTY DIRECTOR OF PLANNING**

### **DEFINITION**

Under ~~administrative direction, plans, organizes, and provides~~ general direction, assists with planning, organizing, and directing the activities and oversight for all functions and activities of the Current Planning and Long Range Planning Division ~~an assigned division(s)~~ within the Planning and Building Department; ~~provides expert professional assistance~~ division operational areas include, but are not limited to, current planning, long range planning, Tahoe planning, and economic development; provides complex staff support to the department head and Director of Planning and Building or other assigned management staff ~~on current and advanced planning functions, land use policy, and general plan implementation related matters; manages professional and technical staff and subordinate supervisors in the areas of expertise;~~ and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Planning and Building and/or Assistant Director of Planning and Building. Exercises supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

### **CLASS CHARACTERISTICS**

This is a management classification ~~with division head responsibility~~ responsible for providing assistance to the direction and Director of Planning and Building or other assigned management staff in the administration of the Current Planning and Long Range Planning Division ~~a division(s)~~ within the Planning and Building Department.- The incumbent is responsible for implementing policy, developing goals and objectives, administering the division's budget, assisting in the development, oversight, and implementation of projects and programs in the assigned functional area, and supervising management, professional, technical, and administrative staff. ~~Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.~~

~~This class is distinguished from Planning and Building Director~~ This class is distinguished from the Assistant Director of Planning and Building in that the latter is responsible for day-to-day oversight, management, and administration of the activities for all functions and activities within the department; provides objective, independent advice and recommendations on significant policy issues and/or activities affecting the full range of departmental programs; and serves as acting Director of Planning and Building in his/her absence.

This class is further distinguished from Director of Planning and Building in that the latter is a department head responsible for the overall operations of the department.

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

- Plans, organizes, manages, and directs the operations, staff, and activities of the Current Planning and Long Range Planning Division, through subordinate managers or supervisors. ~~assigned division(s).~~
- Develops and directs the implementation of goals, objectives, work standards, and division policies and procedures.

- Develops and administers the annual budget and project ~~budges~~budgets for the ~~Current Planning and Long Range Planning Division;~~assigned division(s); 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 personnel; 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 the department director and management and staff to build and maintain a high performing team environment.
- ~~➤ Manage and direct staff overseeing implementation of the Housing Element and housing related programs.~~
- ~~➤ Responsible for the development, maintenance, revision, and implementation of zoning, subdivision, and General Plan elements and goals.~~
- 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.
- Responsible for the development, maintenance, revision, and implementation of County zoning ordinance, subdivision ordinance, and General Plan elements and goals.
- Directs the preparation of a variety of studies and reports relating to ~~current and long range planning issues and challenges, environmental assessments,~~assigned division(s) and develops ~~specific proposals~~course of action to ~~meet them, resolve system, operational and procedural problems.~~
- Coordinates regional and statewide policy interpretation; recommends code amendments, solutions to technical problems, and required legal actions; makes final decisions on technical interpretations.
- Creates, plans, directs and ensures implementation of economic development programs including, but not limited to: business attraction, retention and expansion; marketing and promotions; business outreach; and economic policy implementation and oversight.
- Responsible for the preparation, development, review, and processing of land use, housing, and environmental programs, projects, and activities for the Tahoe Basin in El Dorado County.
- Monitors developments related to planning operations, evaluates their impact on County operations, and implements policy and procedures improvements.
- Oversees highly complex studies and initiatives, very large and potentially controversial projects, or long-term projects with significant economic consequences.
- Consults with design professionals, attorneys, contractors, other divisions, departments, builders, and owners regarding plan interpretation and application; analyzes and recommends alternatives.
- Monitors changes and interprets laws, proposed legislation, regulatory requirements, ordinances, and technology that may affect planning issues; evaluates their impact on County operations and implements policy and procedure improvements; and ensures adherence to applicable laws, codes, regulations, and guidelines.
- Represents the department and delivers presentations at public hearings before the Board of Supervisors; Planning Commissions; the community; county, city, state, and federal agency meetings; and workshops and/or conferences.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- ~~➤ Acts on behalf of the Planning and Building Director in his/her absence.~~
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operations within the Current divisions within the Planning and Long Range Planning Division—Building Department.
- Administrative principles and methods, including goal setting, program development, and implementation.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Advanced principles and practices in the trends of urban planning, land use, physical design, demographics, environmental review, and social and economic concepts, which include public and private developments and capital improvements.
- Community and economic development programs and principles including business recruitment, expansion and retention; demographic research and analysis of market conditions and public relations.
- Requirements for water quality control in the Tahoe Basin including permitting, legal, regulatory, and technical requirements of storm water quality management, best management practices programs, and environmental monitoring and assessment.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to planning, zoning, and environmental review.
- Principles and practices of contract administration.
- Principles and practices of budget development and administration.
- 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:**

- Provide administrative, management, and professional leadership for the Current divisions within the Planning and Long Range Planning Division—Building Department.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership and direction for the division-(s).
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Develop and maintain solid partnerships between community and government leaders to promote, support and implement the economic development element of the El Dorado County Strategic Plan.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Analyze complex technical and administrative problems, evaluate alternative solutions, and recommend or adopt effective courses of action.
- Direct the collection, analysis, and interpretation of data pertaining to planning, environmental, land use, and zoning issues in a complex urban area.

- Conduct effective negotiations and effectively represent the County and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, and other written materials.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Conduct complex research projects and prepare effective technical staff reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- 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; however, education may not solely substitute for the required experience.*

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, natural resource management or a related field; and five (5) years (~~5~~) of increasingly responsible experience in a city/county urban or regional land use, planning environment, or economic development, including at least two (2) years in a management capacity. ~~Public~~

Possession of a master's degree in a field listed above and public sector experience is 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

Depending on division operational area assigned, the following certifications are highly desirable:

- American Institute of Certified Planners (AICP) is highly desirable.
- Economic Developer (CEcD)
- Professional in Stormwater Quality (CPSWQ)

#### **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.