



MARCH 2018
FLSA: EXEMPT
Bargaining Unit: UM
JCN: 0284

DEPUTY DIRECTOR OF PLANNING

DEFINITION

Under administrative direction, plans, organizes, and provides general direction and oversight for all functions and activities of the Current Planning and Long Range Planning Division within the Planning and Building Department; provides expert professional assistance to the department head and 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; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Planning and Building Director. 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 for the direction and administration of the Current Planning and Long Range Planning Division within the Planning and Building Department. The incumbent is responsible for implementing policy, developing goals and objectives, administering the division's budget, 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 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.
- Develops and directs the implementation of goals, objectives, work standards, and division policies and procedures.
- Develops and administers the annual budget and project budgets for the Current Planning and Long Range Planning Division; 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.
- Directs the preparation of a variety of studies and reports relating to current and long-range planning issues and challenges, environmental assessments, and develops specific proposals to meet them.
- Coordinates regional and statewide policy interpretation; recommends code amendments, solutions to technical problems, and required legal actions; makes final decisions on technical interpretations.
- Monitors developments related to planning operations, evaluates their impact on County operations, and implements policy and procedure 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 Planning and Long Range Planning Division.
- 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.
- 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 Planning and Long Range Planning Division.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership and direction for the division.
- 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.
- 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.

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework urban or regional planning, public administration, geography, architecture, architectural engineering, land use economics, or a related field, and five years (5) of increasingly responsible experience in a city/county urban or regional planning environment, including at least two (2) years in a management capacity. Public sector experience is 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.