

**DIRECTOR OF PLANNING AND DEVELOPMENT**

**DEFINITION**

Manages and directs the functions, activities and programs of the Department of Planning and Development which include: planning, building and permit services, housing and zoning code enforcement, and graffiti removal. Also provides staff support to numerous Council-appointed Commissions and Committees; ensuring compliance with applicable laws and regulations; to coordinate planning, building and code enforcement activities with other divisions, departments and agencies; to provide highly complex staff assistance to the City Administrator, City Council, Planning Commission and other bodies in planning, building and code enforcement matters; and to perform related duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Administrator and policy direction from the Mayor and City Council.

Exercises direction over management, technical and clerical personnel.

**EXAMPLES OF ESSENTIAL FUNCTIONS** - *Essential functions may include, but are not limited to, the following:*

Plans, directs, organizes, implements and evaluates the activities, programs and projects of the planning, building and code enforcement divisions.

Performs advanced, professional planning work.

Conducts research, performs analysis, prepares reports and makes recommendations for complex planning, building and code enforcement issues; reviews projects prepared by staff and consultants to ensure quality project design and compatibility.

Plans, organizes and directs the development and maintenance of the General Plan in accordance with State laws; directs the development of area plans, neighborhood plans, special studies, and environmental impact reports, design guidelines and historic preservation programs and surveys.

In conjunction with the City Administrator, the City Council and the Planning Commission, establishes both general policies and specific goals and objectives in the design and implementation of the City's planning, building and code enforcement divisions.

Prepares and/or updates ordinances and resolutions related to planning, building, code enforcement, zoning, subdivisions, annexations, environmental review and related

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planning/zoning matters; makes final interpretation of zoning and other planning-related regulations; enforces codes and makes arrangements for abatement of violations.

Confers with architects, engineers, developers, investors, consultants and the public on planning; receives and responds to inquiries, concerns and complaints regarding planning, building and code enforcement projects and other department functions.

Confers with, and serves as advisor to the City Administrator on departmental policies, strategies, and programs; coordinates divisional activities with other departments, and public and private agencies.

Supervises and directs all administrative and staff work, including the preparation and administration of the annual budget; administers grants and other funded programs; develops departmental goals and objectives; directs the preparation of reports, correspondence and maintenance of departmental records in accord with state and federal law; oversees the maintenance of City databases, such as land use data; selects department employees; plans, organizes, and assigns work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action.

Represents the City, or delegates such authority, in relations with the community, local, state, and federal agencies, and professional organizations; makes public presentations.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills and Abilities:**

##### **Code Enforcement**

Pertinent City codes, ordinances and regulations; Modern principles, practices and techniques of code inspection, investigation and enforcement operations; Research methods and sources of information related to municipal code enforcement. Learn, understand, interpret and enforce City codes, ordinances and regulations; evaluates and make recommendations to improve the effectiveness of code enforcement operations, apply knowledge of codes and follow proper techniques to inspect properties and structures for code compliance and collects and evaluates pertinent records and data to determine compliance and/or prosecute cases.

##### **Planning**

Strategic planning, planning law and procedures; public policy development; California redevelopment and land use law; real estate acquisition and development processes; public finance; personnel and financial management principles, methods, and procedures; provides effective staff support to various ongoing commissions and committees; communicate effectively, both orally and in writing; make effective presentations to groups; interpret complex regulations, laws and guidelines; provide

strong leadership to staff; facilitate and build community, business and organizational consensus in the visioning, planning, design and implementation of the City's planning and development related activities; develop and build a lasting consensus about the nature of development within the city; analyze complex administrative problems, evaluate alternatives, and make creative recommendations; establish and maintain cooperative working relations with a variety of citizens, public and private organizations and businesses, commissions/committees, and City staff; organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

## **Building**

Modern principles, practices, techniques and equipment of building inspection and code enforcement operations; Uniform building, electrical, mechanical, plumbing, housing, historical buildings, codes for the abatement of dangerous buildings, and general construction codes; electrical, carpentry, masonry, and plumbing work methods and materials; safe standards and methods of building construction for commercial, industrial and residential structures; basic principles of structural design and engineering mathematics. Interpret, analyze, apply and enforce federal, state, and local laws, rules and regulations; effectively administer a variety of code enforcement, building inspection, and plan review activities.

## **Experience:**

Five years of increasingly responsible professional experience in planning, including at least two years of experience in a responsible middle-management position, preferably in a local government jurisdiction. Several years of experience in economic development / redevelopment is desirable.

## **Education:**

Graduation from an accredited college or university with a Bachelor's degree in planning, public administration or a closely related field; a Master's degree in urban planning or a related field is desirable. The City Administrator at his or her discretion may substitute the Bachelor's degree requirement for 10-years or more accrued planning and/or planning management experience at a mid or senior level.

## **Additional Requirements:**

Possession of a valid California driver's license.

## **TYPICAL WORKING CONDITIONS**

Work typically is performed in a normal office environment. Occasionally work is performed outdoors, possibly exposing employee to traffic and construction hazards, adverse weather conditions, wetness and humidity, above-average noise, air contaminants, fumes and dust.

## **TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office and field inspection duties; lift

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and/or move objects weighing up to 25 pounds; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**