Date Adopted: 2/12/08

CITY OF GLENDORA

ASSISTANT DIRECTOR OF PLANNING

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, supervises and organizes the day-to-day operations of the Planning Division; coordinates the activities of the Planning Division with developers and other public agencies; takes leadership in developing a vision for land use, transportation, and the public service future of the community through the General Plan and its administration; performs complex professional work in current and long-range planning; performs related duties as required.

CLASS CHARACTERISTICS

This is a single class mid-management position reporting to the Director of Planning and Redevelopment and may act in his/her absence; supervises professional and sub-professional staff, and is primarily responsible for coordinating the City's planning activities with other divisions and departments in the City.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Develops and implements goals, objectives, policies and procedures related to the Planning Division; oversees office operations; maintains appropriate records and files and coordinates work flow. (a b c d g h j k l o q t)

2. Conducts the most complex assignments and directs the work of others involved in the preparation and review of current and long-range planning projects and activities; ensures that planning activities are conducted in accordance with federal and state law, City ordinances, rules, and regulations. (a b d e g h l o q t)

3. Supervises professional and technical staff engaged in current and long-range City planning activities including General Plan and zoning code maintenance, and preparation of environmental reports. (a d e g h k l m n q)

4. Attends meetings, makes presentations to Planning Commission, City Council and other groups; provides technical assistance regarding planning matters, interacts with policy makers, various City departments, businesses, community organizations and associations. (a b c f i j k m q t)

5. Reviews, analyzes and coordinates related activities; consults with relevant parties, and prepares reports, conducts research and special studies; meets with developers, property owners, and general public to resolve planning issues and create understanding of planning policies and procedures. (a b c d f j k m q r t)

6. Selects employees; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action. (a d e g h j m n p s)

7. Represents the City, as assigned, in relations with the community, committees, local, state, and federal agencies, historical preservation groups, other planning departments, and professional organizations. (a c f i j k m q t)

8. Assists in preparing and administering the Planning Division budget and monitors expenditures. (a b g h j k n o p r)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

a. Communicate clearly and concisely, both orally and in writing.

b. Research and prepare complex reports on a variety of planning related subjects.

c. Deal effectively with developers, property owners, architects, engineers, and the general public.

d. Plan, direct, and coordinate current and long-range planning project/programs, and manage multiple divisions.

e. Select, train, supervise and evaluate employees.

f. Represent the City in a variety of meetings.

g. Make decisions regarding operational and personnel functions.

h. Operate programs within allocated amounts.

i. Respond to emergency and problem situations in an effective manner.

j. Understand, explain and apply policies and procedures.

k. Analyze unusual situations and resolve them through application of management principles and practices.

l. Develop comprehensive plans to meet future City needs/services.

m. Deal constructively with conflict and develop effective resolutions.

n. Plan and administer a balanced Division budget.

o. Develop new policies impacting department operations/procedures.

p. Work independently exercising initiative and good judgment.

q. Interpret and apply provisions of codes, regulations, statutes, and ordinances relevant to City planning activities.

r. Operate a computer and use a variety of computer software.

s. Coordinate planning and departmental activities with other City departments and with outside agencies.

t. Correctly interpret and apply provisions of codes, regulations, statutes, and ordinances.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

A Bachelor's degree or equivalent with major work in public administration, planning, urban design, architecture, business administration or closely related field, plus five years of increasingly responsible professional experience in local general purpose government planning and community development, including three years in a supervisory capacity is required. A master's degree in public administration, planning, business administration or related field and certification from the American Institute of Planning is desirable.

Knowledge and Skill Levels

Thorough knowledge of the theories, principles, goals, objectives, procedures, practices, law, and trends in the field of planning, zoning, subdivisions and environmental analysis, as well as recent legal developments in the field of planning and zoning; considerable knowledge of the methods, plans, systems, forms, maps and tools common to a land use planner's work, and sources of information and agencies that may be utilized in conducting research and addressing planning matters; working knowledge of office management and principles of supervision.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.