

JOB DESCRIPTION

City of Patterson



Human Resources

PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR

JOB SUMMARY

*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.*

Under administrative direction plans, directs and reviews the activities of the Planning and Community Development Department including directing and integrating the City's planning programs and services; responsible for budget, and program direction; provides direction to assure compliance to federal, state and local regulations. Provides leadership and direction to meet City goals and to coordinate with other service areas, agencies, boards, commissions and the public. Performs other job related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the City Manager.

Exercises direct supervision over professional, technical and clerical staff.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Plans, organizes, controls, integrates and evaluates the work of the Planning and Community Development Department; with the City Planner and staff, develops, implements and monitors long-term plans, goals and objectives focused on achieving the City's mission and Council priorities; directs the development of and monitors performance against the annual department budget and the City's Capital Improvement Plan budget; manages and directs the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.

Plans, organizes, directs and evaluates the performance of the City Planner and their assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching and mentoring for performance improvement and development; makes decisions on compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's personnel rules and policies.

Provides leadership to develop and retain highly competent, public service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's mission and values.

Represents the City and the department on the Planning Commission Board and City Council meetings; informs and advises these groups, as well as the City Manager, on local and regional community development, environmental and infrastructure planning issues.

Ensures the timely preparation of complete and accurate staff work for presentation to citizen committees, commissions and the City Council; performs research and analysis for presentations on special projects and community/planning issues.

Interprets the department's codes, regulations, plans, policies and functions for elected and appointed boards, citizens, the business community and the public.

Assembles the necessary City and external consulting and volunteer resources to resolve a broad range of issues in current planning, advance-planning, special local/regional planning projects, capital improvement projects and code enforcement programs.

Oversees the preparation of new City ordinances and the amendment of existing ordinances, the municipal code and the Community Plan; ensures conformance to City plans and regulations through code enforcement strategies; provides for appropriate protection of the City of Patterson's natural resources and the preservation of the community's unique character.

Monitors national and state-wide developments in planning, economic and community development matters; evaluates their impact on City programs and operations; implements departmental process improvement where warranted; represents the City in regional conferences and other forums.

MIMIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge Of:

Theory, principles, practices and techniques of community development planning, building inspection, code enforcement, economic development, and related community development services; applicable federal, state and local laws, codes and regulations governing the administration of planning and community development; California HCD laws and regulations of community housing; principles and practices of public administration, including budgeting, purchasing and the maintenance of public records; organization and functions of an elected City Council and appointed boards and commissions; the Brown Act and other laws and regulations governing the conduct of public meetings; the City's personnel rules and policies; and principles and practices of public management, supervision and effective leadership;

Ability to:

Plan, direct and integrate broad, comprehensive planning and community development programs and services; analyze complex planning and community development issues and problems, evaluate

alternative solutions and develop sound conclusions, recommendations and courses of action; present proposals and recommendations clearly and logically in public meetings; understand, interpret, explain and apply local, state and federal law and regulations governing land use planning and community development; evaluate management practices and adopt effective courses of action; develop clear, concise and comprehensive technical reports, correspondence and other written materials; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with the City Council, Planning Commission Board, and other commissions and boards, officials, staff, private and community organizations, developers and others encountered in the course of the work; provide enterprising leadership and strong administrative skills while managing, developing, mentoring and supervising staff; demonstrate political astuteness by maneuvering through political and public environments with integrity while maintaining and exhibiting a calm, thoughtful and objective demeanor; effectively address differing perspectives with a consummate level of diplomacy, transparency and relationship building; and nimbly operate and adapt to a changing regulatory environment; demonstrate visionary, creative and innovative perspectives.

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EDUCATION, EXPERIENCE AND CERTIFICATION(S)

Education: A Bachelor's degree with major course work in public or business administration, city or regional planning, law, or a closely related field.

Experience: Eight years of progressively responsible management and administrative experience in municipal planning and development, at least three of which were at a managerial level responsibility as a Director, Deputy Director or Manager.

License or Certificate:

Possession of a valid California Drivers License.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

PHYSICAL REQUIREMENTS

Environmental Conditions: Office environment and occasional field environment.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary to sitting, standing, and walking for prolonged periods of time.

FLSA Status: Exempt
Approved: 7/26/17