CITY OF ST. HELENA

DIRECTOR OF PLANNING

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under administrative direction, performs a variety of supervisory, administrative and technical work in the development, implementation, maintenance, and review of advance and current planning; interprets and implements the General Plan and Zoning Ordinance; plans, organizes, supervises, reviews and participates in the work of professional, technical and office support staff; coordinates activities with other City departments and divisions and outside agencies and organizations; develops and implements programs and procedures within the Planning and Building Departments; makes project presentations and recommendations to the City Council and Planning Commission; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Director of Planning is the administrative management level class who exercises full responsibility for planning, organizing and directing the work activities of the Planning Department staff and acts as City liaison to the Planning Commission and other City commissions. This classification is distinguished from the next higher classification of City Manager in that the latter has overall responsibility for administering the City’s operations.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over professional, technical and office support staff.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- Accepts management responsibility for the activities, operations and services of the Planning and Building Departments; directs, coordinates, reviews and participates in the work of professional and technical employees in data collection, analysis, plan formulation, implementation and maintenance of a wide variety of planning, zoning and subdivision activities; interprets the General Plan, zoning and subdivision ordinances; coordinates activities with other City departments and divisions and outside agencies and organizations.

- Supervises and participates in the development, implementation and maintenance of department goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance and meeting department goals; ensures that goals are achieved.
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- Coordinates the selection, orientation, training and evaluation programs for assigned personnel; provides or coordinates staff training; provides positive motivation for employee performance; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of staff to ensure compliance with applicable federal, state and local laws, codes and regulations; administers contracts with consultants.

- Coordinates the selection of consultants; prepares and administers contracts.

- Oversees and participates in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials, services and supplies; administers and monitors the approved department budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.

- Coordinates and participates in a variety of development, capital improvement, current and advanced planning, and related projects; administers the General Plan and zoning and subdivision ordinances; directs and participates in the processing of privately and publicly initiated major projects, including annexations, general plan amendments, rezonings, major subdivisions and non-residential development projects.

- Provides technical and professional advice; schedules items for Planning Commission review and action; prepares and coordinates reports and presentations on current planning issues for City Council, Planning Commission, community groups and regulatory agencies; ensures timely action on City Council and Planning Commission directives and initiatives; develops and maintains records, statistics and reports on planning related activities.

- Monitors and keeps informed of current trends in the field of urban planning and community development, including legislation, court rulings and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.

- Responds to the more complex and difficult inquiries and requests for information; provides information and resolves service issues and complaints; represents the department with other City departments, other agencies, civic groups and the public; establishes and maintains a customer service orientation within the department.

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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QUALIFICATIONS:  
(The following are minimal qualifications necessary for entry into the classification.)

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Director of Planning. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience in urban or regional planning, including three years of project management and supervision, and a bachelor's degree in urban or regional planning or a related field. A master's degree in urban or regional planning is desirable.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:**  
(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

**Knowledge of:**

Modern principles, practices and techniques of current and advanced planning; land use, physical design, demographic, environmental, economic and social concepts as applied to municipal planning; principles and practices of program and budget development, administration and evaluation; statistical methods and research techniques applicable to the preparation of municipal planning studies; applicable federal, state and local laws, codes and regulations, including California laws relating to subdivisions, annexations, zoning and land use; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Plan, direct, manage and coordinate the work of the Planning Department; supervise and participate in the establishment of department goals, objectives and methods for evaluating achievement and performance levels; direct and participate in current and advance planning activities and projects; develop, present and administer a program budget; attend evening meetings as required; plan, organize, direct and evaluate the work of subordinate staff; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.
Skill to:

Operate an office computer and a variety of word processing and software applications, including graphic and presentation programs.