



Planning Director

Department: Planning Department	FLSA: Exempt
Reports to: <i>City Manager</i>	Representation: <i>Non-Bargaining</i>
Grade: 10	Date Adopted: <i>3/31/2011</i> Date Revised: <i>10/23/2017</i>

GENERAL DESCRIPTION OF CLASSIFICATION:

NATURE OF WORK

Planning Director is directly responsible for all functions within the Administrative and Long Range Planning divisions within the Planning Department; maintains a creative working atmosphere where planning ideas can be initiated, developed, and presented in an effective manner. This position is responsible for development and implementation of policies and procedures for planning programs and ordinances. Implements and maintains sound practices to ensure communication with, participation of, and optimum service to the community. The Planning Director develops and recommends to the City Manager, city policies related to land use planning and compliance.

ESSENTIAL FUNCTIONS/DUTIES & RESPONSIBILITIES:

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

- Organizes and supervises the activities of the Planning Department. Directly supervises planning staff and manages contracts for work related to planning activities. Identifies training opportunities and provides professional mentoring for planning staff. Completes performance evaluations and makes recommendations to the City Manager regarding reward and discipline for planning staff work performance.
- Develops and maintains a Planning Department work plan and monitors timelines. Supervises planning projects to ensure they are proceeding effectively and according to proposed schedules. Coordinates work of the Planning Department with the broader management team and outside agencies. Ensures that the City is meeting all federal and state planning mandates and notice requirements.
- Serves as the project manager in the development of long range plans; gathers, interprets and prepares data for studies, reports and recommendations. Manages and participates in planning projects involving considerable interaction with developers, agencies, civic groups and special interests.
- Serves as a professional planning advisor to the Planning Commission and acts as the primary planning liaison to other City, County, State, Federal and Tribal Land Use Committees. In addition,

the Planning Director provides leadership for: the City/County Air Quality Committee; and the City's Downtown Strategic Planning Committee.

- Evaluates and conducts research, prepares and directs the preparation of ordinances, and administers ordinances adopted by the City Council.
- Oversees quality assurance in the Planning Department and assists the public in satisfying requirements for land development, permit issuance, and ordinance enforcement. Resolves complaints related to land development and ordinances. Supervises and participates in efforts to ensure that property owners and developers are properly informed and advised regarding Administrative and Long Range Planning projects.
- Monitors, tracks and actively pursues grant opportunities. Prepares grant applications and administers/coordinates projects and programs funded by grants.
- Manages and monitors departmental budget as approved by City Council. Reviews and approves expenditures as recognized in the budget. Develops capital improvement forecasts.
- Manages personnel administration policies and procedures, including supervision, training, evaluation, discipline techniques, selection process requirements, salaries and benefits.
- Performs other duties as required and assigned to accomplish the objectives of the position.

QUALIFICATIONS & REQUIREMENTS:

EDUCATION AND EXPERIENCE:

Completion of a Bachelor's degree in land use planning, urban planning, regional planning, or a closely related field and 5 years of Long Range Planning experience with the Oregon State Land Use Program, including two years of management experience in urban planning; or 10 years of any equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable specialized knowledge in the field of urban planning, community development and natural resource planning.
- Well-developed human relations and communication skills to deal positively and effectively with co-workers, committees, other agencies and the general public. Considerable skill in the development of detailed, comprehensive oral, written and graphical communications.
- Ability to organize, direct, and manage the work of large or small teams of staff and others in a manner that produces timely closure to projects or assignments while maintaining a positive, creative work environment.
- Ability to perform research, compile information, conduct analysis, and compose comprehensive and detailed planning reports.
- Ability to determine community needs and develop balanced approaches to meeting those needs through the planning process.
- Knowledge of Oregon's land use planning laws, National Flood Insurance Program, Oregon Land Use processes such as annexations.
- Understanding of other Community Development Department functions including public facilities engineering, transportation planning and building practices.

- Ability to operate computer equipment and other office equipment to perform the essential functions of this position.

SPECIAL REQUIREMENTS AND CERTIFICATIONS:

Must be able to pass a criminal record and background investigation.

Possession of or ability to obtain a valid Oregon driver's license.

American Institute of Certified Planner (AICP) or Certified Floodplain Manager (CFM) preferred.

The individual shall not pose a direct threat to the health or safety of the individual or others in the workplace.

SUPERVISION/LEAD EXERCISED:

This is a supervisory position. This position supervises assigned employees which includes scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completing; evaluating performance and providing necessary feedback to employee; setting work standards; imposing or effectively recommending necessary disciplinary action; and making or effectively recommending hiring and termination decisions.