



## CITY OF BIG BEAR LAKE

### PLANNING DIRECTOR

*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 general direction this position, plans, manages, oversees and directs the operations and services of the Planning Department; and performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Planning Director** is a senior level class primarily responsible for the overall administrative and management functions of the Planning Department.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Director of Community Development or his/her designee. Incumbent exercises general direction over professional, para-professional, technical and administrative support staff.

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

- Development proposals and applications; including complex and/or controversial projects are reviewed for compliance with appropriate regulations and policies, ensuring applications are processed in a timely and complete manner pursuant to policy direction from the Director of Community Development or his/her designee.
- Review new development, construction, and land uses projects within the City for compliance with the provisions of current applicable State/Federal laws and City ordinances.
- Environmental documents, including initial studies, negative declarations and environmental impact reports are prepared and/or reviewed in accordance with applicable statutes to ensure adherence with environmental requirements.
- Plan review operations are performed to allow for appropriate modifications and corrections to ensure safe construction practices, conformance with the General Plan, City policies, accepted planning practices, and code compliance.
- Prepare special planning and environmental studies and/or direct/oversee staff or consultants preparation of these studies.
- Research is conducted and compiled on land use and development issues.
- Research applicable grant opportunities and prepare and/or oversee staff's preparation of required grant applications and monitor existing grant programs for compliance with the required regulations.
- Changes in State/Federal laws including City ordinances and policies regarding planning, zoning, development and environmental requirements are applied in an expeditious and appropriate manner, and training on these statutes is provided to subordinate staff as needed.

- The Development Code, specific plans, and other development-related ordinances and policies are maintained and updated to reflect the General Plan, changes to State/Federal laws, and community values as directed by the City Council and Planning Commission.
- Consultation is provided to architects, builders, attorneys, contractors, engineers, and the general public regarding the City's development policies and standards.
- The primary operations of the Planning Division: such as application processing procedures are streamlined, to the extent possible, in an effort to promote effective customer service.
- Appropriate and effective communication is maintained with the Planning Commission to facilitate a collaborative and professional working relationship.
- Prepare agenda reports, ordinances and presentations that will be provided to the Planning Commission, City Council and other groups, as needed, regarding complex planning projects and City programs, with staff recommendations and analyses presented clearly and concisely.
- Attend and participate in Development Review Committee, Planning Commission, City Council and special community outreach meetings as needed.
- Assistance is provided to the Director of Community Development or his/her designee in support of senior level and general management duties including the completion of special projects as assigned.
- The budget for the Planning Division is prepared for the approval of the Director of Community Development or his/her designee.
- General direction and oversight is given to subordinates who are processing all planning related applications, to ensure their compliance with applicable regulations, policies and procedures as directed.
- Provide staff with the necessary resources and direction to complete their duties in a professional manner, deliver feedback and prepare performance evaluations in a timely fashion.
- Professional supervision and administration is primarily provided to the Planning Division; but may also be provided to the Building and Safety Division in the absence of departmental supervision or at the direction of the Director of Community Development or his/her designee.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, consultants and members of the public.
- Performs other related and peripheral duties as required and necessary for the successful performance of this job.

**PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged or intermittent sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, squatting, stooping and crouching. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and using a computer keyboard in the performance of daily duties. Additionally, the position requires near and far vision when reading correspondence, and using the computer, and acute hearing is required when providing phone service and communicating in person. The ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. The employee may be required to travel to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including wet, hot, cold, wind, snow, ice, and

heavy vehicle traffic. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors.

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

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

**Education and Experience:**

A bachelor's degree in Urban Planning, Public Administration or related field from an accredited college/university is required. A Master's degree from an accredited college/university in a related field is preferred. At least seven years of progressively responsible, related public sector experience with a minimum of five years of supervisory experience is also required.

**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:**

Principles and practices of urban planning and an understanding of the procedures and processes of a municipal planning department. Applicable State/Federal environmental and planning laws, in addition to City policies, regulations, and codes related to building, planning, zoning and land division. Modern office procedures, practices, and equipment operation, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; oral presentation skills proper English, spelling, and grammar; and standard safety practices.

**Ability to:**

Effectively administer assigned programs and perform both complex and routine planning assignments with accuracy; understand, explain, and apply applicable State/Federal laws, codes, regulations, local ordinances, and related standards which are applicable to urban planning work; analyze problems, identify alternatives and solutions, project consequences of proposed actions and implement recommendations in support of goals and work plans; oversee special projects and programs; interpret and apply administrative and departmental policies and procedures; provide staff administrative and professional leadership and direction; supervise, train and evaluate employees; develop effective working relationships with City personnel, contractors, outside agencies, and the public; conduct effective meetings; communicate clearly and concisely, both verbally and in writing; organize, prioritize, and follow-up on work assignments; make sound decisions within established guidelines; observe safety principles and work in a safe manner; be able to plan, be well organized, work well under pressure, be proactive, discreet and able to maintain confidentiality on appropriate issues.

**Skill to:**

Operate standard office equipment, including a computer and variety of word processing, database, presentation, and other related software applications; familiarity with planning related software such as CityView, ArcGIS and similar programs.