



Town of Moraga

Planning Director

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification ***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:

The Planning Director oversees the administration and management of the Planning Department.

DISTINGUISHING CHARACTERISTICS:

Under administrative direction of the Town Manager, the Planning Director supervises the Town's Planning Department activities. Responsibilities include strategic planning for use of resources, coordinating the activities of the department with those of other local departments and agencies, and ensuring that services provided are of the highest quality. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering Town goals and objectives within general policy guidelines.

SUPERVISION RECEIVED/EXERCISED:

This position works under the general guidance of the Town Manager.

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

Management and Administration

- Manages and supervises planning operations to achieve goals within available resources.
- Directs planning staff in the enforcement of local ordinances.
- Plans and organizes workload and staff assignments.
- Reviews progress and evaluates staff.
- Prepares and administers annual department operating budget.
- Coordinates department activities with other departments and agencies as needed.
- Serves as Town liaison to other planning/transportation/resource agencies.
- Assists in the selection and training of staff, Planning Commissioners, Design Review Board Members, and other Committee members.
- Attends conferences, training sessions, and workshops to obtain new information.
- Attends staff meetings.

General Plan and Municipal Code Implementation

- Directs, implements, and monitors work programs for all major projects.
- Directs and prepares amendments to the General Plan, Municipal Code, and planning guidelines.
- Directs and prepares a variety of studies, reports and related information for decision-making purposes.
- Negotiates, coordinates, and manages planning consultant contracts.

- Provides professional planning and land use advice to Town Council, Planning Commission, and Design Review Board through the preparation of memorandum, staff reports and presentations.

Development Review and Processing

- Evaluates land use proposals to ensure compliance with applicable Town, State and/or Federal laws.
- Processes complex land use applications to the Planning Commission and Town Council.
- Evaluates projects' environmental impacts pursuant to the California Environmental Quality Act (CEQA).
- Prepares CEQA documents and recommends mitigation measures.
- Performs mitigation monitoring and enforcement.
- Directs consultants in the preparation of complex environmental documents in accordance with CEQA.
- Consults with other jurisdictions regarding traffic impacts associated with development.
- Establishes meeting agendas for the Planning Commission and provides primary staffing for the Planning Commission.

Customer Service/Community Interaction

- Provides professional and technical information to the public in person, on the telephone, and in writing.
- Makes presentations to community groups.

PHYSICAL AND MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS:

Physical: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and 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 also is required.

Mental: While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with other staff, officials and the public.

QUALIFICATIONS: *(minimal qualifications necessary for entry into the classification)*

Education: Graduation from a four-year college or university with a degree in urban planning, landscape architecture, public administration or related field. AICP certification is preferred.

Experience: Minimum of five (5) years previous planning experience including at least two (2) years as an Assistant Planning Director or Senior Planner.

License/Certificate: Possession of a valid California driver's license or the ability to obtain one.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- General Plan law
- California Environmental Quality Act
- Subdivision Map Act
- Planning and zoning law

- Personal computers

Skill to:

- Effectively supervise and develop staff
- Competently use accounting, word processing, and spreadsheet software
- Communicate clearly and concisely, both orally and in writing

Ability to:

- Read and interpret building and urban design plans
- Establish and maintain effective working relationships
- Provide excellent customer service

****The employer will make reasonable accommodation in compliance with the Americans With Disabilities Act of 1990.***