



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:

Under administrative direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of the Planning Department, including current and advanced planning, code enforcement, building permits, economic development, environmental sustainability, open space acquisition and management, and housing; coordinates assigned activities with other Town departments and outside agencies; other assigned duties, and provides complex administrative support to the Town Manager.

DISTINGUISHING CHARACTERISTICS:

This is a department head classification that oversees, directs and participates in all activities of the Planning Department, including short- and long-term planning, development and administration of departmental policies, procedures, and services. This class serves as the Town's professional expert on all matters related to the activities of the Planning Department. Successful performance of the work requires knowledge of the public policy, municipal functions and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include: coordinating the activities of the department with those of other local departments and agencies, managing and overseeing the complex and varied functions of the department, 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 and exercises general direction and supervision over professional, technical, and administrative support staff.

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

Assumes full management responsibility for all Planning Department programs, services and activities, including current and advanced planning, code enforcement, building permits, and housing; coordinates development activities with the Contra Costa County Conservation and Development Department.

Develops, directs and coordinates implementation of department goals, objectives, policies, priorities, procedures and work standards for each assigned service area; establish, within Town policy, appropriate budget, service and staffing levels; allocate resources accordingly.

Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

Represents the department to other Town departments, elected officials and outside agencies; explains and interprets Planning Department programs, policies and activities; negotiates and resolves sensitive, significant, and controversial issues.

Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; responds to staff questions and concerns.

Represents the Town in regional planning and development efforts.

Meets with developers, engineers, property owners, contractors, and other agencies to discuss merits and concerns of development proposals; provides various parties with guidance on how to process; oversees negotiations and agreements regarding environment-related issues, rights-of-way, and open space easements, and financial participation; discusses status of development projects with applicants.

Directs, coordinates and reviews amendments to the General Plan; provides General Plan and code interpretation as needed; provides analysis, recommendations, and implementation of policies and procedures; develops and presents recommendations on a variety of permits, maps, ordinances, zone changes, subdivision matters, applications and all other planning related matters.

Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.

Oversees the development of consultant requests for proposals for professional services and the advertising the bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine Town needs and requirements for contractual services; negotiates contracts and agreements and administers the same after award.

Provides staff assistance to the Town Manager, Town Council, the Planning Commission and the Design Review Board; prepare and present meeting agendas, staff reports and other necessary correspondence.

Directs the monitoring and coordination of public housing issues related to the Town's Housing Element.

Participates in and makes presentations to the Town Council, and a variety of boards and commissions; attends and participates in professional group meetings; stay abreast of new trends and innovations in the field of planning, zoning, code enforcement, housing, and other related fields.

Identifies opportunities for improving the City's economic base and provides professional advice and assistance to business groups, property owners and developers on strategies for planning and zoning.

Monitors changes in laws, regulations and technology that may affect Town or department operations; drafts recommendations for code and/or ordinance changes or standards.

Interprets and applies the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of planning projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and techniques of conducting site planning, architectural review, architecture, urban, and subdivision design, land use, and other analytical studies, evaluating alternatives, and making sound recommendations.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, Town-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Theories, principles, and contents of municipal, zoning, subdivision, and urban planning codes, regulations, natural resource protection, and environmental laws.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Technical, legal, financial, and public relations problems associated with the management of development programs and city planning.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Methods and techniques of eliciting community participation in planning and development issues.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the Planning Department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the Town.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of community development programs and administrative activities.

- Conduct effective negotiations and effectively represent the Town and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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. A Master's degree is desirable.

Experience: Minimum of six (6) years extensive, progressively responsible administrative and supervisory experience in community development, planning, or related field.

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

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