



JOB DESCRIPTION

CLASSIFICATION SPECIFICATION

JOB TITLE: ASSISTANT PLANNING DIRECTOR
REPORTS TO: DIRECTOR OF PLANNING
DEPARTMENT: PLANNING
DIVISION:
GRADE: 12
FLSA STATUS: EXEMPT
UNION AFFILIATION: NON-BARGAINING
CIVIL SERVICE: UNCLASSIFIED

JOB SUMMARY:

Under the direction of the Director of Planning, assists in planning, assigning, directing, and reviewing the activities of planning staff engaged in the compilation, analysis and interpretation of data and policies in the Planning Department. Acts as the Department Director in the absence of the Director.

QUALIFICATIONS:

Minimum Qualifications

Bachelor's degree in planning or related field and at least five (5) years of progressive responsibility and experience in the urban planning field; or an equivalent combination of education, training and experience. Has obtained American Institute of Certified Planners (AICP) certification; or will obtain within two years of employment.

Preferred Qualifications

A Master's degree in planning or related field, and supervisor experience are preferred.

ESSENTIAL JOB FUNCTIONS:

- Assists in planning, evaluating, and directing departmental policies, programs, and operations.
- Oversees the functions of the Planning Department and Zoning Division in the absence of the Director of Planning.
- Prepares and implements department/division budgets and makes procedural and operational recommendations to Planning Director.
- Works with staff in the formulation and administration of City's Comprehensive Plan and Land Development Code.
- Provides assistance and information to the public regarding requirements for development.
- Assists in developing policies, methods, procedures, and work performance for the successful operation of the department.
- May meet with executive staff to discuss the status of projects, programs, plans, resolve problems and related issues affecting the department.
- Creates procedures and techniques to gather necessary planning data to implement city's comprehensive plan recommendation strategies and project-specific needs.

- Works with Economic Development Administrator and Community Development Administrator to resolve issues and assist with work activities.
- Respond to and follow-up on all requests received from citizens, elected officials, agencies, City employees and/or general public on an as needed basis.
- Utilize GIS to provide mapping as needed.
- Reviews plans and prepares staff reports for city commissions and boards.
- Oversees daily operation of the Zoning Division.
- Perform all other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: (*Indicates developed after employment.)

Knowledge of: Principles of community and urban planning; Federal and State laws related to planning and urban development; planning, mapping, and graphic techniques; and techniques used to prepare, monitor and update a long-range comprehensive plan.

Skill in: Establishing and maintaining effective working relationships with City employees and the public; applying statistical data tools; preparing clear and concise written reports; collecting, tabulating, and analyzing demographic statistics; prioritizing tasks and work assignments; and drafting cartography, preparation of visual materials used in City planning operations and group presentations; and skills using GIS, Microsoft Word, Excel and PowerPoint.

Ability to: Explain and enforce City policies; write a wide variety of planning related documents; read and interpret construction drawings, site plans and city ordinances; exercise good judgment, tact, and diplomacy in all public interaction; speak and maintain public confidence and interest, and exercise appropriate confidentiality.

PHYSICAL DEMANDS STRENGTH RATING:

The physical demands involve crawling, crouching, driving, far acuity, feeling, manual dexterity, handling, hearing, kneeling, lifting, mental acuity, near acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking visual acuity, and walking. May be required to exert up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

APPROVALS: (Include Name, Title, and Date Approved by HR, Supervisor and Director)

<i>Pam Serina</i>	<i>HR Manager</i>	
<i>Wayne Wiethe</i>	<i>Director of Planning</i>	
<i>Rocco Yeargin</i>	<i>Mayor</i>	
NON-BARGAINING POSITION: N/A		

CREATED & REVISIONS:

<i>Legislation #:</i>		<i>Legislation Date:</i>	
<i>Revision Dates:</i>	11/12/2024		