



Job Title	Assistant Planning Director	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	8	Job Code	19672

Class Specification – Assistant Planning Director

Summary Statement: The purpose of this position is to provide assistance to the Planning and Community Development Director in all aspects of the Community Services Department including: planning, directing, facilitating, and overseeing the activities and operations of the Planning Department and Community Development. Responsibilities would include current and long range planning, land use development, building permit coordination, and community redevelopment.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Provides assistance for management responsibility for the Planning and Community Development Department’s services and activities; oversees and participates in the development of policies and procedures; oversees and facilitates the development and implementation of goals, objectives, policies, and priorities for each assigned service area; and monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures and allocates resources accordingly.
15%	Develops, implements, and maintains the City’s Comprehensive Plan; directs current and advanced planning activities including zoning, development applications, subdivisions, variances, environmental reviews, and design review activities. Presents and justify proposed plans, plan revisions, ordinances, and other recommendations that involve current and advanced planning objectives.
15%	Assists and participates in the preparation of planning studies including the analysis, review, and presentation of narrative and statistical findings and recommendations. Oversees and participates in the development and administration of the department’s budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; and approves expenditures and implements budgetary adjustments as appropriate and necessary.
10%	Explains, justifies, and defends assigned department programs, policies, and activities; negotiates and resolves sensitive and controversial issues; represents the Planning



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	Department to executive staff, elected officials, other groups, and outside agencies; and coordinates assigned activities with those of other groups, outside agencies, and organizations.
10%	Selects, trains, and evaluates assigned staff; works with employees to correct deficiencies; implements discipline and termination procedures; and responds to and resolves difficult and sensitive citizen inquiries and complaints.

Competencies Required:	
Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.	



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in planning, urban planning, geography, public administration, or a related field.

Experience: Seven years of full-time responsible professional and exempt urban planning program experience including three years of responsible management experience.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

American Institute of Certified Planners certification	Upon hire
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:
 Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

Supervision Received:
 Receives Administrative Direction: The employee normally performs the duty assignments with broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:
 Responsible for final approval of budgetary recommendations. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.



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Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and GIS software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: December 2016