

PLANNING DIRECTOR

DEFINITION

Under general direction, to be responsible for the administration and supervision of the Planning Department, including land use planning and zoning enforcement, perform a variety of the more difficult, complex, and specialized assignments in the preparation and distribution of planning reports; to represent the County Planning Department and associated functions with groups and organizations; to explain ordinances, resolutions, regulations, and County policies to the public; to perform special assignments as directed; to provide administrative support for the Board of Supervisors and the County Administrative Officer; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position class for the position which oversees and directs the functions and activities of the County Planning Department. Responsibilities include directing, coordinating, and supervising the work of staff, preparing and administering the budget, and performing a broad range of complex professional planning work.

REPORTS TO

Board of Supervisors or through the County Administrative Officer

CLASSIFICATIONS DIRECTLY SUPERVISED.

Directs the activity of the Assistant Director of Planning, Senior Planner, Associate Planner, Department Fiscal Officer, Geographic Information Systems Coordinator, Geographic Information Systems Planner, Planning Technician, and other contract staff as needed

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EXAMPLES OF DUTIES

- Plans, organizes, directs, coordinates, and administers the functions of the County Planning Department.
- Analyzes community needs and develops programs to meet the needs in accordance with established County policies and available resources.
- Responsible for enforcement of land use laws and regulations.
- Develops and recommends Department goals, objectives and policies.
- Prepares and administers the Department budgets approved by the Board of Supervisors.
- Controls fiscal expenditures and revenues; hires, supervises, evaluates, and insures proper training of Department staff in accordance with County Personnel Rules.
- Assigns and oversees the completion of projects.
- Disseminates information to the public and other agencies.
- Drafts ordinances and resolutions for adoption; researches, reviews, and analyzes information and data for the preparation of planning reports on both current and long range issues.
- Serves as Zoning Administrator and prepares zoning change proposals, conditional use permits, variances, site plan reviews, general plan amendments, parcel map reviews, and other items.
- Prepares environmental assessments for compliance with the California Environmental Quality Act.
- Prepares and/or reviews environmental impact reports.
- Reviews information and develops mitigation measures for environmental problems.
- Develops conditional requirements consistent with impact report comments.
- Represents the Planning Department with a variety of special committees and agencies.
- Answers public inquiries regarding planning issues, permit procedures, and zoning.
- Meets and confers with groups and organizations concerning planning and development services.
- Provides technical and administrative support to the Board of Supervisors as well as professional advisor.
- Provide staff support to the Plumas County Planning Commission.
- Provide staff support to the AIRPORT LAND USE COMMISSION.
- Performs ground and water resource planning, natural resource planning, and related issues as needed.
- Performs other duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; occasionally works outside; continuous contact with staff and the public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Purposes and procedures of public planning agencies, boards, and governing bodies.
- Laws, regulations, and ordinances governing planning, zoning, land use.
- Principles, techniques, and trends of land use planning.
- Research and statistical methods.
- Environmental impacts of changes in land use.
- Graphic illustration and presentation.
- Budget development and control.
- Principles of project planning, coordination, and direction.
- Principles of public administration and staff supervision, training, and evaluation.

Ability to:

- Plan, organize, direct, and coordinate the functions of the Planning Department and associated functions.
- Provide supervision, training, and evaluations for assigned staff.
- Develop and administer a Department budget.
- Perform a variety of the most complex planning studies and environmental reviews.
- Perform special assignments for a variety of County Boards and Commissions.
- Analyze technical, statistical, and other information related to public planning.
- Direct the preparation of comprehensive and concise planning and zoning reports.
- Read and understand laws, ordinances, general plan elements, environmental impact statements, and other documents related to community planning, land use and airport operations.
- Operate a personal computer and use appropriate software in the performance of professional planning work.
- Make effective written and oral presentations.
- Effectively represent the Planning Department, in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

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Training and Experience:

Qualifications needed for this position:

Graduation from an accredited university or college with a Bachelor's degree in public planning or a closely related field AND

Five (5) years of progressively responsible planning experience with four (4) years in a supervisory capacity.

Special Requirements:

Possession of a valid driver's license at time of application, and obtain a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout County employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.