

## **ASSISTANT PLANNING DIRECTOR**

### **DEFINITION**

Under general direction, to perform a variety of the more difficult, complex, and specialized assignments in the preparation and distribution of planning reports; to represent the County Planning and Building Services with groups and organizations as delegated; perform technical reviews of land use and permit applications, environmental impact reports, and environmental statements; to assist with planning policy formulation and implementation; explains ordinances, resolutions, regulations and County policies to the public; manages and administers the assigned staff; provides administrative support for the Director of Planning and Building; acts for the Director of planning and Building in his/her absence or at his/her direction; performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position class for a mid level management position which assists the Director of Planning and Building in providing direction and supervision within the C Planning and Building Services. An incumbent may be assigned to represent the Director of Planning and Building on standing committees.

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### **REPORTS TO**

Director of Planning and Building.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Senior Planner, Associate Planner, Assistant Planner, Geographic Information System Planner I & II, Planning Technician and Executive Assistant and other department staff as assigned.

## **ASSISTANT PLANNING DIRECTOR - 2**

### **EXAMPLES OF DUTIES**

- Manages and administers the submittal, review and permit processing functions.
- Assists the Director of Planning and Building in enforcement of codes, laws and regulations.
- Assists in recommending, developing and implementing goals, objectives and policies.
- Assists in hiring staff.
- Assists in supervising, evaluating and insuring proper training of staff in accordance with County Personnel Rules.
- Provides input to the Director of Planning and Building in the development and revision of County ordinances.
- Assists in the development and revision of fee schedules.
- Represents the Director of Planning and Building to special County committees and task forces as required.
- Represents the Director of Planning and Building with groups and organizations as delegated.
- Advises the Director of Planning and Building regarding all matters concerning the Planning Division.
- Fulfills all Planning Division responsibilities when the Director of Planning and Building is unavailable.
- Performs special assignments as directed.
- In the absence of the Director of Planning and Building and the Assistant Planning Director assumes responsibility for departmental operations.

### **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 audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

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

## **ASSISTANT PLANNING DIRECTOR - 3**

### **DESIRABLE QUALIFICATIONS**

#### **KNOWLEDGE OF:**

- Purposes and procedures of public planning agencies, boards, and governing bodies.
- Federal, State, and local laws, regulations, and ordinances governing planning, zoning, and 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.
- Mapping methods and techniques.
- Contract preparation and administration.
- Budget development and administration.
- Principles of work coordination, lead direction, and training.

#### **ABILITY TO:**

- Perform a variety of the most complex planning studies and environmental reviews.
- Provide work direction, coordination, and training for other staff.
- Perform special assignments representing the Planning Department on committees as delegated.
- Collect, compile, and analyze technical, statistical, and other information related to public planning.
- Prepare 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 and land use.
- Make effective written and oral presentations.
- Operate a personal computer and use appropriate software in the performance of professional planning work.
- Effectively represent the Planning Department and County Land Use Ordinances and policies 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.
- Provide supervision and lead direction for other staff.

## **ASSISTANT PLANNING DIRECTOR - 4**

**TRAINING AND EXPERIENCE:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Four (4) years of responsible experience in public planning work equivalent to a Senior Planner with Plumas County.

### **SPECIAL REQUIREMENT:**

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.