



## **CITY OF CALEXICO**

### **CLASS TITLE: PLANNING & BUILDING SERVICES DIRECTOR**

**MONTHLY: \$8,644 - \$10,507**

**RANGE: G-65**

### **BASIC FUNCTION:**

Under the direction of the City Manager, plan, organize, control and direct the City's planning and zoning programs; serve as technical advisor and secretary to the Planning Commission; supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Plan, organize, control and direct the City's planning and zoning programs; analyze, interpret and present data related to planning and zoning; interpret and enforce development standards and planning objectives established in the General Plan, zoning ordinance, Map Act and others.

Review City planning and zoning applications for compliance with established standards and guidelines; advise public on land use requirements, laws and regulations.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Prepare reports and recommendations on subdivisions and re-zoning applications regarding land development projects; submit reports to Planning Commission and City Council.

Conduct site inspections for conformity review to development plan approval; prepare environment impact studies; conduct site inspections for verification of code violations; interpret codes to violators as needed.

Prepare data regarding zone changes, conditional use permits, variances, precise plans and amendments for review by Planning Commission and City Council; serve as technical advisor and secretary to the Planning Commission.

Prepare and deliver presentations to the City Council, the Planning Commission and other commissions and committees; deliver presentations on planning projects and proposals to private and civic groups.

**Revised 2018**

Attend and represent the City in conferences and meetings related to planning; attend and participate in committee meetings as assigned.

Administer general plan and zoning ordinance; adopt and record special permits, zoning, general plan and housing amendments.

Develop and prepare the annual preliminary budget for the Planning Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Meet and confer with the City's legal counsel regarding legal issues, ordinances and legal interpretations.

Communicate with other City departments and outside agencies on diverse and complex issues related to urban and regional planning.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various locations to conduct work.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of the Planning Department.

Budget preparation and control.

Planning laws and principles.

Applicable building codes, ordinances, fire regulations and safety precautions.

OPR procedures and the Subdivision Map Act

Guidelines and related government codes pertaining to State Map Act, California Environmental Quality Act, and California Land Use regulations.

Local Agency Formation Committee regulations and policies.

Design review standards and regulations.

Zoning law, principles and terminology.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Operation of a computer and assigned software.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Research methods and report writing techniques.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

**Revised 2018**

**Approved by City Council 11/14/18**

**ABILITY TO:**

- Plan, organize and administer the City's planning and zoning programs.
- Train, supervise and evaluate personnel.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Prepare and maintain the General Plan.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Prepare and deliver oral presentations.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Work independently with little direction.
- Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in architecture, urban planning or a related field and five years general planning, zoning, development and administration experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office environment.
- Driving a vehicle to conduct work.
- Occasional outdoor site inspections.
- Occasional extreme weather conditions.

**PHYSICAL DEMANDS:**

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.