

CITY OF SIMI VALLEY

DEPUTY ENVIRONMENTAL SERVICES DIRECTOR (CITY PLANNER)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises and coordinates the activities and operations of the planning division with an emphasis on customer service within the Environmental Services Department including current and advance planning services and coordination of regional planning issues; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the Environmental Services Director.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume management responsibility for assigned services and activities of the planning division including City and regional planning.
2. Through strong leadership, ensure a high level of customer service from staff within the division.
3. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
4. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
5. Plan, direct, coordinate and review the work plan for planning staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
6. Analyze development projects; conduct and direct development plan review and site inspections; meet with City staff and developers to solve development project problems.
7. Coordinate review of regional planning issues including congestion management and regional comprehensive plan.
8. Guide the design of development projects to result in high quality, aesthetically pleasing and functional construction projects.
9. Serve as plans section chief for the City's Emergency Operations Center (EOC).
10. Serve as Zoning Administrator for administrative hearings and as staff to the Planning Commission; attend and present reports at City Council meetings.
11. Select, train, motivate and evaluate planning personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

12. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
13. Serve as the liaison for the Planning Division with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.
14. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
15. Provide responsible staff assistance to the Environmental Services Director.
16. As needed, serve as Acting Environmental Services Director.
17. Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to Planning Division programs, policies and procedures as appropriate.
18. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of current, comprehensive and regional planning.
19. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
20. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services and activities of a comprehensive municipal and regional planning program.
Advanced principles and practices of City and regional planning.
Methods and techniques of development plan review.
Principles and practices of zoning code enforcement.
Principles and practices of program development and administration.
Principles and practices of housing laws
Methods and techniques of development project analysis and review and processing.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Oversee and participate in the management of a comprehensive urban planning program.
Oversee, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Coordinate the review of regional planning issues.
Review and prepare ordinances, general plan amendments and zone changes.
Review and analyze environmental documents for various types of projects.
Participate in the development and administration of division goals, objectives and procedures.
Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply federal, state and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, public administration or a related field.

Experience:

Five years of increasingly responsible urban planning experience including two years of administrative and supervisory responsibility. Housing experience is highly desirable.

License or Certificate:

Possession of, or ability to obtain, a valid AICP certification from the American Institute of Certified Planners within one year of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting.

Physical: Sufficient physical ability to work in an office setting and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Adopted: September 2003
Johnson & Associates

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