

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Planning Director</b>	<b>CLASS CODE:</b>	<b>549</b>
<b>REPORTS TO:</b>	<b>Deputy City Manager, Neighborhood and Community Development</b>	<b>GRADE:</b>	<b>55</b>
<b>DEPARTMENT:</b>	<b>Planning</b>	<b>FLSA:</b>	<b>E</b>

**JOB SPECIFICATION DATE: July 1, 2005 bwg**

**JOB SUMMARY**

Plans, organizes, and directs the activities and staff of the Planning Department.

**ESSENTIAL FUNCTIONS**

1. Plans, organizes, and directs the activities of the Planning Department, and the preparation and administration of the Planning Work Program in collaboration with the Planning Commission, City Council, and city management team.
2. Assigns Work Program projects, establishes individual project scope, schedule, and performance expectations, monitors progress, and evaluates staff and project performance and results.
3. Directs data gathering, analysis, and reporting on planning, zoning, and development related issues.
4. Interprets and administers the General Plan, specific area plans, zoning ordinance, subdivision regulations, and city development regulations, policies, and guidelines and reviews proposed developments for compliance with plans and ordinances.
5. Recommends amendments to the General Plan, specific area plans, zoning ordinance, and other development ordinances and policies.
6. Reviews staff work and presents reports and recommendations regarding zoning changes, variances, use permits, specific area plans, the General Plan, and proposed developments.
7. Provides information, technical assistance, and professional guidance to developers, architects, engineers, the general public, Planning Commission, Board of Adjustment, Historic Preservation Commission, other Boards and Commissions, and the City Council.
8. Provides recommendations and guidance to the City Manager, City Council, and others on planning policies and developmental related issues.
9. Resolves customer service issues and disputes presented by the general public, development community, City Manager, and City Council regarding development requirements and procedures.
10. Establishes department operating policies and procedures.
11. Develops and monitors departmental budget.
12. Makes oral and written presentations to the City Council, Planning Commission, and other city Boards and Commissions.
13. Conducts interviews and selects new staff members, develops staff objectives and work plans, reviews and evaluates performance, and counsels employees.
14. Conducts neighborhood meetings to promote public participation; and meets with neighborhood groups and developers to mediate and resolve issues and development disputes.
15. Attends and participates in organizational problem-solving meetings and groups.
16. Participates as team member or manager on development projects with high visibility, difficulty, or political issues.

## **SECONDARY FUNCTIONS**

17. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES**

### **Knowledge of:**

The principles, practices, and methods of urban planning and available implementation techniques

Data gathering, research methods, data review, reporting, and presentation

The principles and practices of staff management and modern supervising practices

Development issues and concerns, neighborhoods, public participation techniques, and the development process

Land use law, zoning and subdivision regulations, land use economics, and zoning administration techniques

Negotiation, conflict management, and consensus building techniques

Urban design, site design principles, and the related fields of civil engineering, traffic engineering, architecture, and landscape architecture

City policies and procedures related to land use and development

Project management and organization principles

Principles and practices of public administration and local government organization

### **Ability to:**

Effectively plan, organize, and direct the activities of a professional and technical staff

Effectively train and develop professional and support staff

Conduct research, compile data, analyze finding, identify key issues, and prepare professional recommendations

Plan, organize, and manage the activities of project terms and multiple projects to completion

Plan and administer a program and project budget

Communicate effectively verbally and in writing

Exercise considerable initiative and independent judgment

Provide quality customer service

Establish and maintain effective working relationships with co-workers, citizens, business owners, city officials, upper management, attorneys, and other design professionals and developers

Interpret regulations, policies and guidelines

Implement city ordinances and policies, review site plans and architectural elevations, and analyze the potential impact of development proposals

## **WORKING CONDITIONS**

Office setting.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in urban planning, urban design, or a related field, and five years of progressively responsible experience in urban planning or community development, including at least two years of management experience. Master's degree in urban planning or public administration is preferred.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

## **SPECIAL REQUIREMENTS**

Valid Arizona driver's license