

JOB TITLE

Executive Director, Planning &
Building Safety

JOB CODE

02490

DEPARTMENT:

Planning & Building Safety

TITLE OF IMMEDIATE SUPERVISOR:

Assistant City Manager

JOB SUMMARY:

Plans and administers the planning, zoning, building permit issuance, plan checking, building inspection, and code enforcement activities for the City.

TASK #

DESCRIPTION

- 1 Serves as principal advisor to the City's Planning Commission and serves as an integral part of the Physical Development Team.
- 2 Consults with and advises the City Manager, Assistant City Manager, Planning Commission and other City officials regarding formulation and implementation of plans, policies and procedures relating to urban land use, building development and related activities within the City.
- 3 Provides staff assistance to the Planning Commission and related administrative committees established by the City Manager.
- 4 Plans, organizes, directs and coordinates building plan check and inspection, permit processing, code enforcement, zoning administration and current and advance planning activities.
- 5 Administers enforcement of land use and building codes and prepares proposed code revision as needed.
- 6 Directs maintenance of a comprehensive general plan for city development.
- 7 Provides professional advice and assistance to business leaders, developers and various community groups and agencies regarding the City's environmental, general planning and development programs.
- 8 Assists in coordinating the interests of private developers with those of the general public to encourage the most suitable ultimate development of the City.
- 9 Directs the preparation of environmental, demographic, land use, economic indices, planning and building construction/alteration laws and related data.
- 10 Establishes and maintains liaison with various federal, state and local governmental agencies on building, planning, environmental and community development matters.
- 11 Selects, trains and evaluates principal subordinates and directs and reviews the selection, development and evaluation of other assigned personnel.
- 12 Provides parameters and direction for managers in preparing Agency budget appropriations and recommends budget for the department.

- 13 Makes presentations to the City Council, staff, City Manager and the public.
- 14 Performs other related functions as required.

MINIMUM OR DESIRED QUALIFICATIONS:

Experience and Education: A minimum of five years of progressively responsible administrative and management experience as a director or assistant director in a municipal planning department. Graduation from an accredited college or university with a bachelor's degree, master's degree preferred, in public administration, urban planning, civil engineering, architecture or a related field may be used in conjunction with experience to meet the minimum qualification. Experience, education and training must provide the knowledge, skills and abilities listed below.

Ability to: Analyze complex problems and develop appropriate courses of action. Plan, organize and direct the activities of professional and technical employees performing a variety of separate but related functions. Prepare clear and concise technical reports. Speak before large groups of people. Establish and maintain effective working relationships with legislative and administrative officials, business and community leaders, and members of the general public.

Knowledge of: Principles, objectives and practices of environmental and urban planning, building construction regulatory activities, and related community development activities. Knowledge of laws pertaining to subdivision, annexation, and land use and of various building codes. Knowledge of legal procedures involved in enforcement of building, land use and housing codes. Knowledge of municipal budgeting and revenue sources.

ORGANIZATIONAL RELATIONSHIPS:

City Manager

Executive Director, Planning & Building Safety

Planning Manager

Building Safety Manager

Class title changed from Exec. Dir. Of Planning & Building

Reviewed: 7/94
ADA Approved: 7/94