



City of Sebastopol

PLANNING DIRECTOR

DEFINITION:

To direct, oversee, and materially participate in the work of the City's Planning Department, including current and long-range planning, maintenance of the General Plan, Housing Element, and zoning codes, review of proposals for construction and development within the City of Sebastopol; coordinate activities, permits, and projects with other City departments; review and prepare recommendations to the Planning Commission on development proposals, and serve as the official secretary and officer of the Planning Commission.

The Planning Director performs professional planning duties in the fields of long-range planning, current planning and building permitting, including a variety of diverse professional planning assignments; oversees technical reviews and evaluations of land use and permit applications, handles the most complex customer service issues, environmental impact documents, and construction projects, and provides supervision or lead direction to professional and support staff. The director ensures compliance with all aspects of the City's General Plan and related ordinances and laws, and performs related work as assigned.

The Planning Director will demonstrate cultural competency working with all community members regardless of cultural differences or circumstances, including race, ethnicity, religion, language, gender identity, age, marital and familial status, sexual orientation, diverse physical and learning abilities, socioeconomic status, and other identities.

DISTINGUISHING CHARACTERISTICS:

The Planning Director is a single-position classification at the executive management level with duties that are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the department. This class serves as the City's professional expert on all matters related to the activities of the Planning Department.

This position is exempt from the overtime regulations of the Fair Labor Standards Act and is an "at will" classification serving at the pleasure of and receiving administrative direction from the City Manager. The Planning Director's duties require a broad scope of independent decision-making within legal, policy, and regulatory guidelines. The Planning Director exercises general direction and supervision over professional, technical, and administrative support staff.

This class differs from the next lower level of Associate Planner in its responsibility to oversee all planning operations and personnel, managing the large and complex planning projects and/or studies of considerable difficulty. This class is distinguished from other Department Directors in its responsibility to the Planning Department.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the City Manager.

Exercises direct supervision over employees in the Planning Department, which includes an Associate Planner, Permit Technician, and Administrative Technician.

EXAMPLES OF TYPICAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assume full management responsibility for all Planning Department programs, services, and activities, including planning, permitting, code enforcement, and special projects.
- Develop, plan, and implement the goals and objectives of the Department and participate in the development and achievement of City-wide goals.
- Advise the public and applicants on planning and related City regulations.
- Work cooperatively with other City staff members; advise on design review.
- Assist and attend Planning Commission meetings; prepare agendas and reports for the Planning Commission; supervise staffing of the Design Review Board and Tree Board; Public Arts Committee, as well as other committees created and assigned to the Planning Department
- Participate in and make presentations to the City Council, and a variety of boards, commissions, and committees as needed.

- Plan and implement park capital improvement projects; supervise City compliance with California Environmental Quality Act and related state and federal regulations.
- Research, prepare, and implement General Plan and Housing Element updates, as well as zoning code amendments.
- Review plans, drawings, and projects for zoning code compliance.
- Collaborate with other staff members who are part of City staff, including Assistant City Manager, City Clerk, City Engineer, Building Director, Police Chief, Public Works Director, and Administrative Services Director.
- Prepare area studies and other special studies.
- Travel between departments, regional and state meetings, and project sites.
- Oversee the coordination of planning permits and accept for processing building, and engineering permits at the public counter.
- Represent the City to outside agencies.
- Prepare, reconcile, and manage departmental budget.
- Perform field investigations and write reports on specifically assigned problems in the field of zoning, subdivisions, park and recreation areas, population movement and traffic, code enforcement, and other land use studies.
- Contribute to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and the City's needs related to physical and economic development.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
- Assess and monitor the distribution of work, support systems, and internal reporting relationships
- Assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Interview, recommend for hire, and train employees; plan, assign, and direct work; appraise performance; develop, reward, and discipline employees; maintain discipline and high standards necessary for the

efficient and professional operation of the planning department; and address complaints and resolve problems.

- Identify opportunities for improvement; directs the implementation of change.
- Perform other tasks as directed by the City Manager.
- Meet with developers, engineers, property owners, contractors, and other agencies to discuss the merits and concerns of development proposals.
- Represent the City in regional planning and development efforts; provides written interpretations and clarifications of the Planning Code.
- Direct, coordinate, and review amendments to the General Plan; provides general plan and code interpretation as needed.
- Stay abreast of new trends and innovations in the field of community development and other services as they relate to the area of assignment.
- Monitor changes in laws, regulations, and technology that may affect office operations.
- Recommend and administer policies and procedures.
- Prepare and present staff reports and other necessary correspondence.
- Direct, oversee, and participate in the development of the department's work plan.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Represent the Planning Department to outside agencies and organizations; participate in outside community and professional groups and committees.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion, and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and techniques of conducting site planning, architectural review, architectural design, urban, and subdivision design, land use, and other analytical studies, evaluating alternatives, and making sound recommendations.
- Theories, principles, and contents of General Plan, land use, zoning, subdivision, and urban planning regulations, natural resource protection, and environmental laws, including but not limited to pertinent local, State, and Federal rules, regulations, and laws.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Modern principles and practices, technical legal issues, and research methods of municipal planning, zoning, demographics, and environmental management.
- General concepts of construction, architecture, landscaping, grading, drainage, and traffic and transportation engineering related to the process of urban planning.
- Permit tracking software and Bluebeam experience is a plus.
- Principles and practices of policy development and implementation.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of supervision, training, and personnel management.
- Modern office practices, methods, and computer equipment, including relevant software programs.
- Oral and written communication skills; business English, including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Interpret and evaluate plans, specifications, legal documents, and planning and zoning matters; analyze, critique, and prepare written assessments of development proposals.
- Understand and interpret laws, regulations, codes, and procedures; observe performance and evaluate staff; problem-solve department-related issues; and explain and interpret policy.
- Contribute effectively to the accomplishments of City goals, objectives, and activities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Analyze budget and technical reports; interpret and evaluate staff reports and related documents.
- Interpret and apply City and department policies, procedures, rules, and regulations. Accomplishing departmental planning and operational goals and objectives, and furthering City goals and objectives within general policy guidelines.
- Prepare map illustrations, tables, graphs, and other visual media for report and meeting presentations; navigate web-based Geographic Information Systems (GIS) system that includes land use information.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely.
- Develop and implement department policies and procedures.
- Travel between departments and project sites.
- Gain cooperation through discussion and persuasion.
- Supervise, train, and evaluate personnel. Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively, tactfully, and positively in both oral and written form.
- Read, write, and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar, and punctuation.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to the prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.

- Continuously, sit at a desk while studying or preparing reports; twist to reach equipment or materials; perform simple grasping and fine manipulation; write or use a keyboard to communicate through written means; and lift or carry weights of 10 pounds or less.

Education and/or Experience:

Any combination of education, experience, and training would provide the best qualified candidates. A typical way to obtain knowledge and abilities would be:

Education:

Equivalent of a bachelor's degree from an accredited college or university with major coursework in planning, environmental design, urban design or development, project management, or another field of study applicable to the responsibilities and requirements of this job class. Possession of a master's degree is desirable.

Experience:

Five (5) years of progressively responsible planning experience, preferably in a municipal setting, including at least two (2) years of experience in a role with direct supervisory responsibility.

Licenses and/or Certifications:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of a certification from the American Institute of Certified Planners (AICP) or equivalent professional recognition is desired.

Working Conditions:

Work is performed in a typical temperature-controlled office environment, subject to typical office noise and environment. Duties require work outside of normal business hours, including evenings and weekends, and travel.