

CITY OF FONTANA DIRECTOR OF PLANNING

DEFINITION: Under administrative direction from the Deputy City Manager, plans, directs and reviews the activities and operations of the Planning Department; coordinating assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the Deputy City Manager. Exercises direct supervision over assigned professional, technical and clerical staff.

ESSENTIAL FUNCTIONS: The employee must have the ability to:

- Develop, plan, and implement Planning Department goals and objectives; recommend and administer policies and procedures.
- Coordinate Planning Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Deputy City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Planning Departments; work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Supervise and participate in the development and administration of the Planning Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Supervise professional and technical staff engaged in long-range and current City planning activities including plan and zoning code maintenance, review of proposed developments, and processing permits.
- Select staff; plan and organize work; develop and establish work methods and standards; conduct or direct staff training and development; review and evaluate employee performance; execute disciplinary action.
- Supervise preparation of the agenda for the City Planning Commission, and compilation of required reports and documents; attend meetings of the Planning Commission; make presentations and respond to questions as required; serve as staff to the Planning Committee.
- Develop and review staff reports related to planning, redevelopment and economic development; present reports to a variety of commissions, committees, boards and the City Council.
- Administer, interpret and enforce the provisions of the General Plan and Zoning Development Code, Subdivision Ordinance and other municipal regulations as related to planning matters.
- Review and analyze development plans for compliance with the general plan, zoning and development code and City regulations and policies; direct the review of use permits, subdivisions, rezoning requests, variances, and other land use entitlements.
- Recommend revisions and amendments related to the General Plan and Zoning and Development Code; prepare and present reports; advise the City Council and Planning Commission on development matters.

- Provide complex technical and administrative support to the Deputy City Manager and City Council on community development related matters; direct special projects and research assigned.
- Provide information to the public regarding zoning, land use and the general plan.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees; meet with and advise individual property owners and community groups on community development matters.
- Confer with engineers, developers, architects, a variety of agencies and the general public in acquiring information and coordinating development related matters.
- Function as a strategic thinker and advisor to the senior management team.
- Develop initiatives, policies and programs to complement existing practices and create consistency across the organization.
- Responsible for leading the vision, strategy, development, and execution of the effectiveness and efficiency of the program that is aimed at advancing City's mission & values and enhancing business results.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work-related documents. Acute hearing is also required when providing phone and counter assistance.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern and highly complex principles and practices of planning program development and administration.
- Recent developments, current literature and sources of information regarding planning operations.
- Advance principles and practices of urban planning.
- Research methods and sources of information related to urban growth and development.
- Principles of economics and statistics.
- Methods and techniques of effective technical report preparation and presentation.

- Research methods and sources of information related to urban growth and development.
- Recent developments, current literature and sources of information related to municipal planning and administration.
- Principles and practices of organization, administration, and personnel management.
- Principles of economics and statistics.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Effectively administer a variety of development activities including planning, redevelopment, and economic development.
- Interpret development policies and procedures to the general public.
- Identify, coordinate, and resolve a wide variety of issues in the development of community development policy.
- Identify and respond to public and City Council issues and concerns.
- Gain cooperation through discussion and persuasion.
- Prepare and administer a budget.
- Interpret and apply Federal, State, and local laws, policies, procedures, laws and regulations.
- Select, supervise, train, and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Maintain prompt and regular attendance.
- Complete an annual Statement of Economic Interest Form (700 Form) and bi-annual ethics training pursuant to AB 1234.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience: Eight years of increasingly responsible experience in planning or related field, including four years of administrative and supervisory responsibility.

Education:

A Bachelor's degree from an accredited college or university with major coursework in planning, public or business administration or a closely related field. A Master's degree from an accredited college or university and a certification by the American Institute of Certified Planners are preferred.