

CITY OF LATHROP

CHIEF PLANNING OFFICIAL

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, performs a variety of supervisory, administrative, and technical work in the development, implementation, and maintenance of the City's Planning Division; implements policies and procedures for the planning division; coordinates activities with other City divisions and departments, outside agencies, and organizations; organizes, supervises, reviews, and participates in the work of professional, technical, and office support staff; makes recommendations to the City Council, Planning Commission and other City staff, and commissions on planning issues; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Chief Planning Official** is the management level position that exercises full responsibility for planning, organizing, and directing the work activities of the City's Planning Division. This classification is distinguished from the next higher classification of Assistant Community Development in that the latter has select management responsibility for the City's Community Development Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Assistant Community Development Director and Director of Community Development. Exercises direct and indirect supervision over professional, technical, and office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts management responsibility for the activities, operations, and services of the Planning Division; directs, coordinates, reviews, and participates in the work of professional and technical employees in data collection, analysis, plan formulation, implementation, and maintenance of a wide variety of planning and zoning, architectural review, and Community Development Block Grant activities; provides interpretation of the General Plan, zoning, and subdivision ordinances; coordinates activities with other divisions, City departments, outside agencies, and organizations.
- Supervises and participates in the development, implementation, and maintenance of division goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures for improving organizational performance and meeting division goals; ensures that goals are achieved.
- Assists in the selection, orientation, training, and evaluation programs for assigned personnel; provides or coordinates staff training; provides positive motivation for employee performance; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations.

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- Prepares and administers the Planning Division's budget; participates in the forecast of necessary funds for staffing, materials, services, and supplies; administers and monitors the approved division budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Prepares a variety of General Plan and Specific Plan updates and modifications; assesses land use entitlements; negotiates and writes conditions of approval.
- Provides technical and professional advice; prepares and coordinates reports and presentations on current planning issues for City Council, Planning Commission, community groups, and regulatory agencies; ensures timely action on City Council and Planning Commission directives and initiatives.
- Monitors and keeps informed of current trends in the field of urban planning and community development, including legislation, court rulings, and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.
- Responds to the most complex and difficult inquiries and requests for information; provides information and resolves service issues and complaints; represents the Department with other City departments, other agencies, civic groups, and the public.
- Plans, coordinates, and directs planning activities involved in the performance of ordinance administration, City and area planning studies, research and coordination, subdivision, and historic preservation.
- Establishes and maintains liaisons with appropriate governmental bodies, private firms, organizations, and individuals to assist in achieving objectives and ensuring compliance with appropriate laws and development standards.
- Represents the City's interests in local, regional and state activities, and organizations.
- Negotiates and administers contracts, manages contract employees, and/or consultants.
- Monitors case law, state and federal legislation and their impact on the City of Lathrop.
- Coordinates annexation proceedings.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, 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 in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Chief Planning Official**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience in urban planning, including two years supervisory experience, and possess a bachelor's degree in urban or regional planning, public administration, architecture, engineering, or a related field. A master's degree and AICP registration are highly desirable.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Theories, trends, concepts, principles, and legal aspects of City and regional planning, urban development and design, redevelopment, and zoning administration; the impact of physical, economic, aesthetic, and social factors on City and regional planning, including development of urban and suburban environments; governmental organizations and operations and community organizations/agencies; methods and techniques of supervision, training, and motivation; basic principles of mathematics; applicable federal, state, and local laws, and regulations relating to municipal planning and zoning; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, coordinate, and direct the work of professionals in planning and urban design; engage in highly complex planning studies and policy formulation processes; explain City codes, practices, procedures, and objectives to public and private agencies, organizations, and individuals; work effectively with a variety of community groups and agencies; prepare analytical reports of a budgetary, technical, and evaluative nature; train, supervise, and evaluate subordinate staff; maintain records, and write reports; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.