Town of Danville

CHIEF OF PLANNING

DEFINITION

To plan, organize, direct and review the operations and activities in the Planning Division, to assume responsibility for developing and implementing all activities related to advanced and current planning functions.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Development Services Manager. Exercises direct and indirect supervision over professional and clerical staff. Some supervisor responsibility to be delegated to the Principal Planner.

ESSENTIAL JOB DUTIES

- Develop and implement division goals and objectives.
- Develop and monitor division prefromance indicators.
- Implement the Town's General Plan.
- Establish and maintain liaison with appropriate governmental bodies, private firms, organizations or individuals to assist in achieving Town objectives and ensuring compliance with appropriate laws and development standards.
- Prepare and administer division budget.
- Advise the Town Manager, Development Services Manager and other division heads on the development and implementation of the planning division activities.
- Act on behalf of the Development Services Manager as required.
- Performs duties within OSHA standards.

OTHER JOB DUTIES

- Some duties may be delegated to Principal Planner.
- Plan, program and direct activities involving advanced and current planning.
- Assure close coordination with other divisions within the Development Services Department and other Town Departments.
- Assign and review work of the division to assure overall quality and conformance to general plan goals and policies.
- Direct and participate in the preparation of complex reports.
- Make presentations to the Town Council, various commissions and other groups.
- Develop and monitor training program for divisions staff.
- Supervise and evaluate assigned staff.
- Serve as lead staff for selected major entitlement requests and major planning

studies.
- Establish and maintain administrative and development review systems and procedures.
- Maintain local environmental guidelines to supplement State CEQA statues and Guidelines.

QUALIFICATIONS
Knowledge of:
- A strong working knowledge of typical planning, zoning and code enforcement practices as they are applied in a community setting.
- Urban land economics, environmental regulations, zoning principles and practices, building activities, and planning laws and principles.
- Development process, particularly as it relates to planning and urban design.
- General principles and practices of budgeting.
- General principles and practices of personnel management and supervision.

Ability to:
- Plan, organize and manage a program of activities that includes comprehensive planning and related code enforcement.
- Prepare and administer a division budget.
- Interpret and fairly apply complex State and local land use and environmental regulations.
- Prepare analytical reports of a budgetary, technical and evaluative nature.
- Supervise, train and evaluate staff.
- Engage in highly complex planning studies and policy-formulation processes.
- Communicate effectively and persuasively in oral and written form, making effective public presentations.
- Explain Town practices and objectives to appropriate public and private agencies, organizations and individuals.
- Negotiate effectively with developers.
- Establish and maintain a customer service working attitude within the Planning Division.

EXPERIENCE AND EDUCATION
Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:
Six years of experience in city planning, urban design or closely related fields, including some experience in a responsible supervisory or management capacity.

Education:
Equivalent to a bachelor's degree from an accredited college or university in urban planning, architecture, engineering or public administration. A master's degree in planning, architecture or urban design is not desired.

Licenses:
Appointment to the position will be contingent upon: possession of or the ability to obtain and maintain a valid California State Driver's License and insurability; proof of U.S. citizenship or authorization to work in the United States and the results of a job-related physical examination.

Updated: January, 2003