

**City of Imperial Beach
Position Description**

Class Title: City Planner
Department: Community Development
Division: Planning

GENERAL PURPOSE

Under administrative direction, to direct, manage, supervise, and coordinate the City's current Planning Division programs and activities; to coordinate assigned activities with other City departments, divisions, and agencies; and to provide highly responsible and complex administrative support to the Community Development Director.

SUPERVISION RECEIVED

Works under the general supervision of the Community Development Director

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend, within Departmental policy, appropriate service and staffing levels, recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Community Development Director; direct the implementation of improvements.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for the Planning function; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the Planning function; assist with preparation of annual departmental budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

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Serve as a liaison for the Planning function with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to planning programs, policies, and procedures as appropriate.

Provide responsible staff assistance to the City Council, Planning Commission, Community Advisory Boards, and Community Development Director; prepare and present staff reports and other necessary correspondence.

Serve as Zoning Administrator/Hearing Officer; review development applications under the authority of the Director; resolve disputes relative to entitlement conditions and other disputes arising from application of the Municipal Code.

Serve as Chair of Staff Advisory Committee; coordinate development review through meetings with all concerned City departments and associated agencies.

Advise the City Attorney and other attorneys and staff on issues relative to development review and litigation; appear in court and assist in the preparation of briefs and arguments relative to litigation; review and comment on planning related referendums and initiatives and serve as negotiator to resolve cases as directed by the City Council.

Review the work of other department division for compliance with planning policies and procedures and feasibility of implementation; work with other departments and agencies in review of proposed legislative or policy changes.

Meet with professional groups, citizen groups, media, schools, agencies, and the general public to discuss the duties of the department and how the department relates to the audience.

Participate in, advice, and provide information to a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of community development and planning.

Respond to and resolve difficult and sensitive inquiries and complaints.

Serve as Community Development Director upon the request or absence of the Community Development Director.

PERIPHERAL DUTIES

Perform related duties and responsibilities as assigned.

Organizational and management practices as applied to the analysis and evaluation of planning programs, policies, and operational needs.

Modern and complex principles and practices of planning program development and administration.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Advanced theories, principles, and practices of current and advance planning.

Recent developments and sources of information on current planning.

Advanced principles of public relations.

Principles and practices of data collection and report preparation.

Pertinent Federal, State, and local laws, codes, and regulations including codes, and regulations including codes and regulations application to current and advance planning, zoning, and the California Environmental Quality Act (CEQA).

Municipal, political, governmental, and regulatory agency processes.

Principles of economics and sociology

Provide administrative and professional leadership and direction for the current Planning Division.

Recommend and implement goals, objectives, and practices for providing effective and efficient planning services.

Manage, direct, and coordinate the work of professional, technical, and clerical personnel.

Select, supervise, train and evaluate staff.

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Identify and respond to community, city council, planning commission and community development issues, concerns, and needs.

Analyze problems; identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer budgets.

Read, understand, interpret, and utilize maps, administrative and technical reports and data, ordinances, codes, regulations, and other materials relevant to current planning issues.

Prepare clear and concise administrative and financial reports.

Interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions.

Perform accurate mathematical and statistical computations.

Prepare and deliver effective oral presentations.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- (A) Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:
- (B) Equivalent to a bachelor's degree from an accredited college or university with major course work in urban planning, public administration, architecture, geography, environmental studies or a related field. A Master's degree is desirable.
- (C) Six years (6) of responsible planning experience, including four (4) years of administrative, or supervisory experience.

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one by the first day of employment.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some exposure to outdoors; ability to travel to different sites and locations.