Date Adopted: 6/13/06
Revised: 9/3/07

CITY OF GLENDORA

DIRECTOR OF PLANNING/REDEVELOPMENT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, functions as the administrative head of the Planning and Redevelopment Department consisting of a Planning Division and a Redevelopment Division; plans and implements City policies and establishes and administers procedures related to planning, redevelopment and economic development functions; serves as staff person to the Planning Commission and City committees; functions as Assistant Executive Director of the Redevelopment Agency; performs related duties as required.

CLASS CHARACTERISTICS

This single position class is in Executive Management reporting to the City Manager and is responsible for the development and administration of programs designed to address primary areas of City service. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City which at times may not have a direct impact on area of specialization.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Develops and implements policies and regulations relating to land use in the City of Glendora, including planning, zoning, subdivision and redevelopment; ensures that policies are administered in observance of stated City goals and objectives, and Federal and State laws and regulations. (a b d j k l o p)

2. Directs, and may also participate in planning, redevelopment and activities and services; develops procedures to conduct activities; ensures that activities are conducted in accordance with Federal and State laws, ordinances, rules, and regulations; develops comprehensive plans to satisfy future needs for department services; may also be assigned direction of code enforcement activities. (a b d j k l o p)

3. Supervises and coordinates federal grant funding for Community Development Block Program, HOME, open space and various environmental programs. (a d h j l n)

4. Supervises development of affordable housing programs; oversees housing production, tenant based rental assistance and rehabilitations programs; ensures compliance with State redevelopment and housing laws. (a c d h l n o)

5. Prepares and administers the budget for the Planning and Redevelopment Department; participates in discussions regarding the most effective utilization of available City funds and setting of priorities. (a b d g h j k l n o)

6. Advises the City Manager, and provides assistance to the City Council, the Planning Commission, other City personnel or Committees, and the public regarding related issues; prepares and presents reports and recommendations relating to the physical and economic development of the community. (a b c f i j k m p)

7. Conducts or directs the conduct of studies, preparation and presentation of reports, regarding the use of land in the City of Glendora and the activities of the Planning and Redevelopment Department. (a b d g o)

8. Interviews and selects department employees in accordance with the guidelines/authority conferred by the City Manager; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action. (a d e g)

9. Represents the City, or delegates such authority, in relations with the community, advisory committees, local, state, and federal agencies, other planning departments, and professional organizations. (a b c d f j k)

10. Confers with developers, representatives of residential, commercial, and industrial interests, property owners, and others in promoting and coordinating the development, redevelopment, economic development and use of property within the City; confers with other City staff on related activities. (a b c d f j k p)

11. Assists the City Manager/Executive Director in “marketing” the community with emphasis on in-fill commercial development and the renovation of the Route 66 commercial corridor. (a b c d f k m p)

12. Plans, directs and coordinates City facility planning and design. (a b d h j k l)

<u>REQUISITE ABILITIES</u>

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

a. Communicate clearly and concisely, both orally and in writing.

b. Research and prepare complex reports on a variety of subjects.

c. Establish and maintain effective relationships with the community at large, the City Council, and other public officials.

d. Plan, direct, and coordinate planning and redevelopment programs and manage a department.

e. Select, train, supervise and evaluate employees.

f. Represent the City in a variety of meetings.

g. Make decisions regarding operational and personnel functions.

h. Operate programs within allocated amounts.

i. Respond to emergency and problem situations in an effective manner.

j. Understand, explain and apply policies and procedures.

k. Analyze unusual situations and resolve them through application of management principles and practices.

l. Develop comprehensive plans to meet future City needs/services.

m. Tactfully exercise sound judgment in dealing with difficult people and complex problems.

n. Plan and enforce a balanced budget.

o. Develop new policies impacting department operations/procedures.

p. Knowledge of the principles and practices of real estate transactions, public administration, urban planning, marketing, economic development and redevelopment.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

A Bachelor's degree or equivalent with major work in urban or regional planning or a related field and six years of progressively responsible planning experience including three years of supervisory or administrative experience. A Master's

degree in planning, public administration, community development, urban design or a related field is desirable.

Knowledge and Skill Levels

Extensive knowledge of the principles, practices, and techniques of planning and redevelopment; Geographic Information Systems tools and its application in managing land use policies, state and federal laws, ordinances, rules and regulations regarding local government operations related to planning and redevelopment; knowledge on programs and incentives for business attraction and retention, and community marketing techniques; principles and practices utilized in municipal government operations, including the principles and practices of organization, administration, municipal finance, and planning; methods used in the development of affordable housing and rehabilitation programs; legal, financial, and public relations issues common to local government; principles and practices of supervision; use Microsoft Word and other computer software programs.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

AICP certification is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised by *Johnson & Associates LLC* June, 2006