

City of Mission Job Description

Job Title: **Planning Director**

Classification: **Exempt - Executive**

Department: Planning



Supervisor: City Manager/DCM

Effective: 04/15/2020

I. JOB SUMMARY:

Plans, organizes, manages, and provides general direction and oversight for the planning, building, and code enforcement activities for the City of Mission. Cooperates and, when necessary, coordinates assigned activities among City Departments, Divisions, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Executive Department and City Council in areas of municipal planning and general development; and performs related work as required, and/or assigned.

II. EDUCATION REQUIREMENTS:

- Bachelors' Degree from an accredited educational institution with major coursework in urban planning, community development, business or public administration, or a related field; preferred. Experience may be substituted.
- Ten (10) years of responsible municipal planning experience with five (5) years of supervisory, management, and/or administrative experience; preferred.
- Preferred American Institute of Certified Planners (AICP) Certification.

III. EMPLOYMENT REQUIREMENTS:

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass pre-employment screenings which include a drug test, physical, and a pre-placement screening.
- Applicant must have a current valid class "C" driver's license from the department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

IV. SKILLS ABILITY REQUIREMENT:

- Knowledge of administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Knowledge of theories, principles, and contents of the City's Master Plan, land use, zoning, subdivision, and urban planning regulations, ordinances, natural resource protection, and environmental laws.



- Knowledge of principles and techniques of conducting site planning, architectural review, subdivision design, land use, and other analytical studies; evaluating alternatives and making sound recommendations.
- Knowledge of applicable Federal, State, and local laws, codes, and regulations.
- Knowledge of principles and practices of employee supervision, including work planning, assignment, review and evaluation, and is responsible for the training of staff in work procedures.
- Knowledge of methods and techniques for the development of presentations, highly professional business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Knowledge of recordkeeping principles and procedures.
- Knowledge of modern office practices, methods, computer equipment and computer applications.
- Knowledge of techniques for effectively representing the City in communicating with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Knowledge of techniques for providing a high level of customer service by effectively dealing with the public, prospective developers, engineers, contractors, City staff, and other public/private officials.
- Highly skilled in English usage, grammar, spelling, vocabulary, and punctuation.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Prepare and is responsible for administering the Departmental budget; allocate limited resources in a cost effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, prospective developers, engineers, and contractors, City staff, other public/private officials, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

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- Proficient in using computer software applications and programs while maintaining current cyber security protocols.
- Use English effectively to communicate in person, over the telephone, and in writing, or electronically; Bilingualism is highly recommended to maximize effectiveness.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work; exercise emotional intelligence.
- Ability to keep confidential information secure whether upcoming projects and developments, or personal data.

V. EQUIPMENT/MATERIALS: General office and safety equipment/materials to include but not limited to the following:

- | | | |
|-------------------------------|-----------------------------|-----------------------|
| • Personal computer | - Copy/Printer/Fax | - System software |
| • City vehicle | - Cell phone | - Telephone |
| • Subdivision & City maps | - Digital & video camera | - Engineer scale |
| • Pens, pencils, highlighters | - Ten key calculator | - Architectural scale |
| • Personnel Policy Manual | - Data storage systems | - Code books |
| • Digital recording systems | -City development standards | - |

VI. ESSENTIAL JOB FUNCTIONS:

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Prepares and administers Planning Department annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and evaluates assigned personnel; provides and coordinates staff training; works with employees on performance issues in coordination with Human Resources; effectively responds to staff questions and concerns.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identifies opportunities



for improvement and reviews with management; directs the implementation of improvements.

- Plans, directs, and coordinates the Planning Department's general and specialized work activities; meets with staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Prioritizes and allocates available resources; reviews and evaluates service delivery, makes recommendations to management for improvement to maximize effective service.
- Administers and implements the City's Master Plan and zoning ordinances, and other related codes and policies, including providing staff direction regarding department policy interpretation and conducting meetings with the public regarding related issues.
- Consults with engineers, developers, architects, and a variety of agencies and the general public in acquiring information and coordination of planning, zoning, subdivision, building, environmental, and related matters; provides information regarding City development.
- Oversees and manages City-wide Planning and Zoning code compliance activities.
- Serves as a liaison for the Planning Department with other City Departments, Divisions, and outside agencies; attends meetings, as necessary; provides staff support to the Planning and Zoning Commission, the Zoning Board of Adjustments, the Building Board of Adjustments, and other committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Represents the Planning Department to other City Departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities.
- Participates on and makes presentations to a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering and other types of public services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned and/or as needed.
- Responds to difficult and sensitive public inquiries and complaints, and assists with resolutions and alternative recommendations.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

**VII. NON-ESSENTIAL JOB FUNCTIONS:**

- Attend ribbon cuttings and special events when needed.

VIII. WORK ENVIRONMENT:

Employee will likely interact with upset staff and/or members of the general public, and private representatives in interpreting and enforcing departmental policies and procedures. Exposures to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Extreme noise	X			
Vibration	X			

IX. MANUAL DEXTERITY:

Both fine and gross hand manipulations are required to perform job functions. Fine hand manipulation functions are performed to write and to input data using the keyboard. Gross hand manipulation is utilized to grip tax books and reams of paper.

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X. PHYSICAL DEMAND ANALYSIS:**MATERIAL HANDLING ACTIVITIES**

Tasks	Weights	Frequency	Performance
LIFTING	Up to 5 lbs.	O	Tax book to assert ownership.
	6-10 lbs.	O	Reams of paper to replenish paper.
	11-20 lbs.	N/A	
	21-25 lbs.	N/A	
	26-50 lbs.	N/A	
	51-75 lbs.	N/A	
	76-100 lbs.	N/A	
	Over 100 lbs.	N/A	
CARRYING	Up to 5 lbs.	O	Tax book to assert ownership up to 5 ft.
	6-10 lbs.	O	Reams of paper to replenish paper up to 40 ft.
	11-20 lbs.	N/A	
	21-25 lbs.	N/A	
	26-50 lbs.	N/A	
	51-75 lbs.	N/A	
	76-100 lbs.	N/A	
	Over 100 lbs.	N/A	
PUSH/PULLING	Up to 5 lbs.	O	File cabinet drawers to access files.
	6-10 lbs.	N/A	
	11-20 lbs.	N/A	
	21-25 lbs.	N/A	
	26-50 lbs.	N/A	
	51-75 lbs.	N/A	
	76-100 lbs.	N/A	
	Over 100 lbs.	N/A	

N-Never O-Occasional 1-33 % F-Frequent 34-66% C-Constant 67-100%

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NON-MATERIAL HANDLING ACTIVITIES

Tasks	Frequency	Performance
CLIMBING	N/A	
BALANCING	N/A	
STOOPING (bending at waist)	O	Files on lower section of cabinet.
KNEELING (one or both knees)	N/A	
CROUCHING (bending at hips/knees)	N/A	
CRAWLING	N/A	
REACHING	O	Partial to full arm extension to answer telephones and access maps.
TWISTING/TURNING (rotation)	O	On chair by desk up to 180 degrees.
HANDLING (manipulated objects)	F	Pens, pencils, blue prints and computer mouse.
FINGERING (finger dexterity)	F	Pens, markers, depress keys on telephone.
STANDING	O	Review tax books and files.
WALKING	O	Assist public with inquiries.
SITTING	F	By desk to review development plans and answer telephone.
GRASPING (whole hand activities)	O	Reams of paper and tax books for review.

N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%

I understand the physical demands, work environment factors and mental functions of this job.
I can fulfill the essential functions of this position as described in this job description:

 Print Name

 Signature

 Date