

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: CHIEF PLANNER
DEPARTMENT: PLANNING AND BUILDING SERVICES
REPORTS TO: PLANNING AND BUILDING SERVICES DIRECTOR

CLASS CODE: 2034
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under administrative direction, organizes and supervises the operations, functions, and staff of the Planning Division; coordinates planning matters and serves as the lead individual for presentations to the Planning Commission and Board of Supervisors. The work includes working well with the public and providing technical expertise in the area of Planning within the department.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Assigns and tracks processing of planning applications, including scheduling for Planning Commission and Board of Supervisors agendas.

Develops, communicates, and monitors policies, procedures, and standards for the department; recommends improvement when necessary.

Prepares operating budget for the division annually; monitors and administers approved budget.

Makes technical presentations to the Commission and Board of Supervisors.

Reviews and edits staff reports and major correspondence.

Plans and implements short-term or annual goals, objectives, and strategies for the division to ensure efficient organization and completion of work.

Makes final decision in interpreting and applying various local, state, and federal regulations.

Acts as Director, in his/her absence, for temporary period of time.

Prepares grants, ordinances, resolutions and other reports.

Conducts regular staff meetings to review progress, accomplishments, strategies, and plans for the division.

Responds to applicants and the general public in person and over the telephone.

Represents the department on numerous committees as required.

Works with other agencies to develop and implement land use policies and regulations and to resolve planning and environmental issues.

Serves as a witness in litigation as required.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment Vehicle

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Urban or Regional Planning, Public Administration, Political Science, or a related field; and,

Six years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid State Driver's License

American Institute of Certified Planners (desirable)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Advanced principles, methods, and techniques utilized in land use and environmental planning.

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities either directly or through subordinate supervision.

All applicable state, federal and local ordinances, laws, rules and regulations.

Socio-economic and environmental principles and their application to urban and rural development and conservation.

Research methodology and standard statistical methods and procedures as they apply to planning.

Principles and practices of public administration.

Departmental policies and procedures.

Principles and practices of urban, regional, and environmental planning.

Methods and techniques of research, statistical analysis and report presentation.

Correct English usage including spelling, grammar, punctuation, and vocabulary.

All computer applications and hardware related to performance of the essential functions of the job.

Recordkeeping, report preparation, filing methods and records management techniques.

Standard business arithmetic, including percentages and decimals.

Basic budgetary principles and practices.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Using mathematics.

Communicating clearly and effectively, both orally and in writing.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to determine work priorities and effectively coordinate and schedule personnel and other resources.

Ability to think and speak clearly, analyze, and resolve issues in a high-pressure public hearing forum.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to prepare and present complex technical reports.

Ability to interpret a variety of instructions in written, oral, diagram or schedule form.

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to determine appropriate research methodology for project studies and insure that analysis is complete and accurate.

Ability to supervise the preparation of, or perform, complex, difficult, or specialized planning studies and projects.

Ability to speak effectively before public groups and respond to questions.

Ability to write reports, correspondence, procedure manuals.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to identify and analyze problem situations, establish priorities of action based on analysis, and take appropriate action to resolve problems.

While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, speak and hear, and lift and/or move up to 10 pounds.

While performing the essential functions of this job the employee is occasionally required to stand, walk, and lift and/or move up to 50 pounds.

Working Conditions:

Some work is performed in public hearing chambers where it can be noisy and where tensions can run high.

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.