

CITY OF IRWINDALE

COMMUNITY DEVELOPMENT MANAGER/CITY PLANNER

*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.*

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Community Development Department including planning, economic development, business license, and code enforcement programs, services and activities; coordinates assigned activities with other departments and outside agencies

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes management responsibility for all Community Development Department services and activities including planning, economic development, business license, and code enforcement operations and services.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the Community Development Department; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for department staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Oversees and participates in the development and administration of the department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
7. Ensures site and building plans are being reviewed adequately for conformance with standards; monitors technical documents for accuracy, completeness, and compliance with federal, state, and city policies and practices.
8. Manages and oversees plan check functions for major development projects and permits for completeness, accuracy, and conformance with code requirements; conducts site inspections, as needed, to verify conformance with conditions for plan approval.
9. Manages long-range planning and monitors General Plan implementation and updates
10. Ensures the Planning Division is in conformance with all State and Federal requirements; coordinates regional projects that could have a local impact.
11. Serves as Project Manager on more complex discretionary and administrative land use entitlement projects.
12. Researches, negotiates, and monitors assigned contracts and agreements; ensures work is performed in

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- compliance with contracts and agreements; negotiates contract extensions, amendments, and related changes.
13. Prepares and reviews staff reports including exhibits, resolutions, and public hearing notices; makes presentations to the Planning Commission and the City Council; compiles and reviews information related to plan check reports, resolutions, and permits given questions and policy issues.
 14. Reviews development proposals and works with developers to negotiate agreement on acceptable site and elevation plans in cooperation with other planning staff members; reviews building plans, parcel maps, and subdivision proposals for conformance with State and local regulations, and compiles reports containing recommendations.
 15. Manages and oversees the Business License Program and code enforcement activities and assures compliance with municipal code, policies, and regulations.
 16. Represents the Community Development Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
 17. Participates on a variety of boards, commissions, and committees including Planning Commission, City Council, and Redevelopment Agency.
 18. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields of community/economic development; incorporates new developments as appropriate.
 19. Assures effective communication of Community Development issues; coordinates with citizens' groups, advisory boards and commissions; develops cooperative professional relationships with local developers, realtors, and contractors.
 20. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
 21. Performs related duties as required.

QUALIFICATIONS

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

Knowledge of:

Operations, services and activities of a Community Development Department including planning, code enforcement, business license, economic development, and related programs and functional areas.

Principles and practices of program development and administration.

Urban and regional planning, zoning, and development theory, principles, and practices and their application to a wide variety of municipal planning services.

Principles and practices of land use planning and development.

Development review procedures and requirements.

Current social, political and environmental issues influencing community development programs.

Legislation related to economic issues.

Short-term and long-term economic trends in local, county, state, and national economy.

Methods and techniques of effective technical report preparation and presentation.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

Oversee and participate in the management and administration of a comprehensive Community Development Department.

Provide complex and responsible staff support to the Planning Commission, the City Council, and other boards, commissions, and committees as assigned.

Participate in the development of departmental goals, objectives, and procedures.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns, and needs.

Oversee, direct, and coordinate the work of lower level staff.

Select, supervise, train, and evaluate staff.

Delegate authority and responsibility.

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 and techniques.

Collect, analyze, and interpret economic and physical data pertaining to planning and zoning, including the interpretation of maps and plans.

Prepare clear and concise administrative and financial reports.

Prepare and administer budgets.

Interpret and apply applicable Federal, State, and local policies, laws, and regulations.

Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *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:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in urban planning, business or public administration or a related field. A Master's degree is desirable.

Experience:

Six years of increasingly responsible experience in urban planning including two years of project management and supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

An Advanced planning certification from the American Institute of Certified Planners (AICP).

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 these essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; occasionally works in outside weather conditions; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

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 occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment

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requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; 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.

Date: March 2018