

ASSISTANT PLANNING, BUILDING, AND TRANSPORTATION DIRECTOR

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DEFINITION

Under general direction, plans, organizes, directs and manages assigned programs, activities, and related staff within the Planning, Building, and Transportation Department; coordinates operations with City departments, outside agencies and consultants while ensuring compliance with all applicable regulatory, operational, procedural and budget guidelines; may be required to perform duties specified by statute or ordinance as Building Official; performs other related work as required.

DISTINGUISHING FEATURES

Work in this class is characterized by exercising a broad range of independence within policy parameters and performance of responsible and innovative administrative management in support of the City's goals and objectives. It is distinguished from lower classifications by its oversight of, and leadership role in, overall department operations, with a focus on planning, building, transportation, and other special projects. It is distinguished from the Planning, Building, and Transportation Director who assumes direct leadership responsibility for all aspects of the Planning, Building, and Transportation Department.

EXAMPLES OF DUTIES

1. Assists the Planning, Building, and Transportation Director in the overall management of the Planning, Building, and Transportation Department, including directing and managing specialized projects
2. Recommends and administers policies and procedures.
3. Develops, plans, and implements program goals and objectives related to land development/infrastructure planning, zoning and land use, transportation planning, and building regulation.
4. Coordinates work within the Planning, Building, and Transportation Department with other city departments, consultants, and outside agencies or organizations
5. Serves as liaison to other departments, agencies, public officials, professional groups, residents, and community-based organizations; makes presentations, provides public information and assistance; investigates and resolves problems including difficult and sensitive inquiries and complaints.
6. Manages, directs, organizes, and ensures provision of responsive, cost effective, innovative and proactive programs and services; participates in the development and administration of contracts and other agreements.
7. Participates in the development of the department's work plan and assignment of work activities, priorities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures for overall effectiveness and develops new programmatic approaches.
8. Coordinates and directs the work of, and serves as mentor to, Planning, Building, and Transportation Department staff; provides leadership in team building, responsible decision-making and problem-solving; works with staff to identify and resolve problems and correct deficiencies; identifies training needs and provides or coordinates staff training.
9. Interprets, applies and ensures compliance with various federal, state and local laws, regulations and ordinances; directs research, compilation, preparation, review and analysis of various routine and comprehensive studies.
10. Supervises and coordinates preparation of agendas and compilation of required reports and documents; reviews notices, minutes and other materials; manages board, commission and committee activities; prepares and presents reports to the City Council.
11. Provides and coordinates staff and technical assistance to the City Manager, the Planning, Building, and Transportation Director, the City Council and to various other boards, commissions, committees and professional groups.
12. Serves as acting department head as required.
13. May serve as City Building Official as required and exercise Building Official signatory authority as established by statute or ordinance.
14. Participates in the development and administration of the Planning, Building, and Transportation Department budget including operating and capital budgets and funding programs, grants, contracts and other agreements.
15. Supervises, trains and evaluates assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in business or public

administration, urban planning, transportation planning, urban studies, or a related field. Possession of a related Master's degree is desirable.

Experience: Seven years of broad and extensive experience in the major phases of municipal planning and building regulation, a portion of which shall have involved responsible management experience.

Knowledge

Knowledge of principles and practices of urban planning, land development/infrastructure planning, transportation planning, zoning, land use, building services administration, and building regulation; applicable federal, state, and local laws and regulations; organizational management and operations; building design and construction standards, engineering principles, and construction practices if serving as Building Official.

Ability

Ability to effectively manage, coordinate and control all assigned administrative activities, functions and services; develop and implement comprehensive, innovative and cost-effective services, programs, functions and activities; manage multiple complex projects simultaneously; plan, coordinate and direct assigned staff, activities, projects and programs; demonstrate effective leadership and gain consensus and support; develop and implement goals, objectives, policies, procedures, work standards and internal controls; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; interpret and apply relevant federal, state and local laws and regulations; interpret and explain complex governmental regulations, policies and procedures; establish and maintain accurate records; plan, administer and evaluate work programs and schedules; prepare concise and comprehensive studies and reports; set priorities, meet deadlines, and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; act with resourcefulness, courtesy and initiative; establish and maintain effective working relationships with employees, public officials, consultants, contractors, other departments, community and professional organizations, other agencies, and the general public; supervise, train and evaluate assigned staff.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.