

PLANNING DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: The Planning Director performs highly responsible administrative and supervisory work in planning, organizing, and directing the general operation of the Planning Division of the Development and Sustainability Department. The employee is responsible for developing and implementing policies and procedures related to planning, development, administration, and implementation of a comprehensive urban planning program for the City including the City's General Plan. Duties include developing short- and long-range goals and objectives, developing and implementing all components of the division strategic plan, serving as an advisor to the City management, the public, and the City Council on City planning and division activities, and acting as technical advisor to the City's Planning and Zoning Board, the Design Review Board, and the Board of Adjustment. The Planning Director is also responsible for overseeing the preparation and administration of the Planning budget, and for directing a staff engaged in reviewing and analyzing project proposals, plan drafts, revisions or additions to land use controls, and other factors involved in planning, controlling, and regulating City development. The Planning Director is expected to exercise considerable judgment and discretion in accomplishing program objectives, and is held responsible for the effectiveness of division operations. This class performs related work as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. Work is performed under the general direction of the Development and Sustainability Department Director and is reviewed through the evaluation of conferences, meetings and reports. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Urban Planning, Architecture, Landscape Architecture, Geography or a closely related field. Seven to nine years of progressively responsible administrative and supervisory urban planning experience.

Special Requirement. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. A Master's Degree from an accredited college or university in Urban Planning, Architecture or a closely related field is highly desirable. Certification and membership in the American Institute of Certified Planners (AICP) is also highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the City Council, citizen advisory boards, public forums, City officials, City Teams (i.e., Land Development), other City employees, business owners, developers, other communities, agencies and jurisdictions and the general public in order to effectively inform and advise on development policies, short- and long-range municipal plans, and other aspects of community planning, development, and land use. Prepares correspondence, detailed analytical documents, staff reports, and technical documents in order to communicate program activities, analyze, describe, and present various planning and/or development related subjects, and recommend alternatives.

Manual/Physical: Attends meetings of the City Council, citizen's advisory boards, and civic groups and makes presentations regarding development, administration, and implementation of the City's planning program. Reviews the work products of others to ensure compliance with standard operating procedures, and planning related written and/or graphic work. Participates in local and/or regional planning workshops or seminars and may inspect development sites. Operates a motor vehicle requiring a standard Arizona Driver's License to visit various sites for on-site inspections, annexations or long-range planning considerations, and attends meetings throughout the metropolitan area.

Mental: Plans and directs activities of the Planning Division. Supervises and evaluates the work (i.e., technical planning work, policy analysis, review of development proposals, maintenance and updating of statistical inventories, preparation of public information reports, coordination of citizen advisory boards, City Council reports) of subordinate personnel to ensure compliance with City policies. Prioritizes and assigns work to personnel, and prioritizes own work. Resolves procedural and operational work-related problems by coordinating staff meetings and providing appropriate direction to staff. Coordinates program functions and municipal development policies with other City departments, other cities and towns, Maricopa Association of Governments (MAG), Williams Gateway Airport, Maricopa County, the State Land Department, and Mesa Public Schools. Develops divisional policies and procedures, the City Zoning Ordinance, Mesa General Plan, short- and long-term objectives, and municipal regulations relating to zoning and long-term land use planning. Conducts research and analyzes data to more effectively implement municipal and community development objectives, and coordinates subordinate staff activities. Prepares division budget and monitors expenditures. Comprehends and makes inferences from written materials (i.e., state legislation and regional reports, census reports, and various planning reports) to monitor regional and national development trends for impact on Mesa.

Knowledge and Abilities:

Knowledge of:

modern theories, principles, and practices of urban planning;
the principles and practices of public administration (i.e., policies, personnel, and budget administration);
modern management techniques, supervisory practices, and evaluation methods;
governmental organization and management; and
other City departments/divisions, particularly as their operations may relate to those of Planning.

Ability to:

effectively use electronic media (i.e., e-mail, e-calendar, etc.) in carrying out duties and in communicating;
coordinate the content of information presented to City Council, advisory boards and civic groups;
comprehend community growth patterns, trends in land use, community needs, and other factors in formulating recommendations for promoting sustainable community development;
prepare or supervise the drafting of plans, policies, regulations, and programs related to urban planning in keeping with City Council and management directives;
direct and advise on changes to promote compliance with City policies and regulations; and
establish and maintain working relationships with staff, government officials, advisory boards, civic groups, and the general public on local and regional issues.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Update Department Title 1/16

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JOB FCTN-ADM

PAY PLAN E01 - E14

PAY GRADE: E09

IND-9410

SWORN-No