

## 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 Services Department. The employee is responsible for developing and implementing policies and procedures related to Zoning Code administration, and the 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 goals and objectives to implement Council Strategic Initiatives. The employee serves as an advisor to City Management, other City departments, the public, and the City Council on City planning and division activities and acts as technical advisor to the City's Planning and Zoning Board, the Design Review Board, the Board of Adjustment and Historic Preservation Board. The Planning Director is also responsible for overseeing the preparation of the Planning portion of the Department budget, and for directing professional and support 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. This position is also responsible for interpretation of, and updates to, the Zoning Ordinance as required for implementation of the adopted General Plan, sub-area plans, and Council Strategic Initiatives.

The incumbent is expected to exercise initiative and considerable professional judgment, discretion, and independence of actions in accomplishing division objectives and is held responsible for the effectiveness of division operations. Work requires a high degree of written and oral communication skills, and the ability to work effectively with City staff, citizen boards, and the public and other departments and work groups within the City. 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 Services 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.** Graduation from an accredited college or university with a Bachelor's Degree in Urban Planning, Architecture, Landscape Architecture, Geography, Public or Business Administration, or a closely related field. Seven to nine years of progressively responsible administrative and supervisory experience of a large multi-functional organization. Experience including regulatory requirements of the land entitlement process and interpretations and applications of zoning code requirements as they relate to the overall land and infrastructure standards.

**Special Requirements.** Certification by the American Planning Association Institute of Certified Planners (AICP). Must possess a valid Class D Arizona Driver's License by hire or promotion date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** A Master's Degree from an accredited college or university in Urban Planning, Architecture, Public or Business Administration, or a closely related field is highly desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the City Council, citizen advisory boards, public forums, City officials, City Teams (example: Land Development), other City employees, business owners, and 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 division activities; analyze, describe, and present various planning and/or development related subjects; and recommend alternatives. Provides strong leadership including verbal and written process direction to Planning staff in collaboration with other City work groups.

**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 zoning 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 Class D Arizona Driver's License to visit various sites for on-site inspections, annexations, compliance with zoning requirements, 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 (example: 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), Phoenix Mesa Gateway Airport, Maricopa County, the State Land Department, and 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 recommended division budget. Comprehends and makes inferences from written materials (example: 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 (example: policies, personnel, and budget administration);  
modern management techniques, supervisory practices, and evaluation methods;  
governmental organization and management functions and operating relationships;  
other City departments/divisions, particularly as their operations may relate to those of Planning; and  
the structure, organization, format and content of the Mesa Code, guidelines and Plans and their relationship to and impact on local zoning and land development practices.

### Ability to:

translate plan policies, goals and objectives into development regulations and interpret City policies, procedures, codes, and regulations;  
organize and present facts, evidence, and precedent in a clear and logical form;  
effectively use electronic media (example: email, electronic 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 6/25

NF/js

CS6002.DOCX

EEO-O/A

JOB FCTN-ADM

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE: E12

IND-9410

SWORN-No

Non-DOT Random-N

DOT-N

PAY PLAN E01-E18