

## ASSISTANT PLANNING DIRECTOR

### JOB DESCRIPTION

**Classification Responsibilities:** The Assistant Planning Director, under the general guidance of the Planning Director, supervises staff and directs and manages the daily activities of the Planning Division in compliance with all applicable guidelines, regulations, laws, and policies. The Assistant Director ensures timely and accurate review and processing of land use and zoning applications, including posting of land use public hearing agendas and reports; assigns projects to staff and acts as a project manager for high profile projects and studies; provides mentoring and professional development for the Planning Division staff, and evaluates their performance; provides high level technical assistance and professional guidance to the development community, City Council, City Management, and staff; communicates with the City Council, citizen advisory boards, public forums, City officials, City Teams, other City employees, business owners, and developers, as well as 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 policies; prepares correspondence, detailed analytical documents, staff reports, and technical documents to communicate Division activities to City officials, residents, and the general public; assists with the preparation of the Planning Division's operational budget; and attends or conducts staff, committee, task force, and other professional meetings to share and exchange information.

The incumbent is expected to provide strong leadership and exercise initiative and considerable professional judgment, discretion, and independence of actions in accomplishing the Planning Division's objectives, and is held responsible for the effectiveness of the Division's daily operations. The position provides verbal and written direction to the Planning Division staff and other City work groups, which requires a high degree of written and oral communication skills, and the ability to work effectively with City management and staff, citizen boards, the public, and other 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 Planning Director, who reviews work through meetings, reports, and results achieved. Direction may also be received from the Development Services Department Director. 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. Five to seven years of progressively responsible administrative and supervisory experience in 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.** Must possess a valid Class D Arizona Driver's License by hire date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Certification by the American Planning Association Institute of Certified Planners (AICP) is preferred. 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 both in writing and verbally with Planning staff to provide guidance and direction. Communicates with the City Council, citizen advisory boards, public forums, City officials, City Teams, 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 division activities, and to describe and present various planning and/or development related subjects and recommend alternatives. Provides strong leadership including verbal and written direction to Planning staff, and 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 Planning staff to ensure compliance with the highest level of professional practice, zoning, and planning related written and/or graphic work. Participates in local and/or regional planning workshops or seminars and may inspect development sites as needed. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to visit various sites for on-site inspections and annexations for compliance with zoning requirements or long- range planning considerations, and attends meetings throughout the metropolitan area.

**Mental:** Under the guidance of the Planning Director, plans and directs daily activities of the Planning Division. Supervises and evaluates the work of subordinate personnel to ensure compliance with City policies, including technical planning work, policy analysis, review of development proposals, maintenance and updating of statistical inventories, preparation of public information and City Council reports, and coordination of citizen advisory boards. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural and operational work-related problems. Conducts staff meetings and provides appropriate direction to staff. Assists with the coordination of 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. Conducts research and analyzes data to more effectively implement municipal and community development objectives. Comprehends and makes inferences from written materials such as 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:

theories, principles, and practices of urban planning;  
principles and practices of public administration (examples: 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:

provide professional mentoring and oversight for subordinate staff;  
translate Planning policies, goals, and objectives into development regulations and interpret City  
policies, procedures, codes and regulations;  
review and 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 city management and Council on changes to promote compliance with City policies  
and regulations;  
organize and present facts, evidence, and precedent in a clear and logical form;  
effectively use electronic media (examples: e-mail, e-calendars, etc.) in carrying out duties and in  
communicating with others; and  
establish and maintain working relationships with staff, government officials, advisory boards, civic  
groups, and the general public on local and regional land use and developmental policies.

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 4/21

NF/co/st

CS6022.DOCX

EEO- O/A

JOB FCTN- ADM

INCREMENTS 44-200

PAY GRADE: 61

IND-9410

SWORN-No