



CITY OF CHINO

Deputy Director of Community Development/ City Planner

Definition:

Under limited direction, assists in the management of the Community Development Department; plans, organizes, and directs the Planning Division; performs complex professional work in all phases of City planning; and does related work as assigned.

Class Characteristics:

The Deputy Director of Community Development/City Planner assists the Director of Community Development in managing the functions and daily administration of the Community Development Department and supervises the Planning Division. He/she serves as Department Director in the absence of the Director of Community Development.

Essential Functions:

- Assist the Director of Community Development in planning, directing, and coordinating community development activities and services; recommend and participate in the development of Department goals, objectives, and policies.
- Oversee the administration and coordination of planning activities; assist in the development of policies and procedures for the Planning Division; manage the Development Review Committee.
- Conduct the most complex assignments, or direct the work of others involved in the preparation and review of current or long-range planning projects; ensure planning activities are conducted in accordance with federal and state law, City ordinances, rules, and regulations.
- Coordinate the conduct of environmental impact studies, including preparing requests for proposals; coordinate project review by other agencies; evaluate conclusions of environmental impact reports and prepare recommendations.
- Supervise professional and technical staff engaged in long-range and current City planning activities including general plan and zoning code maintenance, review of proposed developments, and processing permits.
- Supervise preparation of the agenda for the City Planning Commission, and compilation of required reports and documents; attend meetings of the Planning Commission; make presentations and respond to questions as required; serve as staff to the Planning Commission.
- Review, analyze, and coordinate related activities; consult with relevant parties; prepare reports; conduct research and special studies.
- Select staff; plan and organize work; develop and establish work methods and standards; conduct or direct staff training and development; review and evaluate employee performance; execute disciplinary action.
- Represent the City with the community, advisory committees, local, state, and federal agencies, other planning departments and professional organizations.
- Assist in developing the Department budget and monitor expenditures.

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- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in planning, environmental design, architecture, landscape architecture, or a related field (required).
- Master's degree in a related field (desirable).

Experience:

- Three years increasingly responsible relevant work experience, including
- Three years of supervisory experience.

Thorough knowledge of:

- Theories, principles, procedures, practices, laws, and trends in the field of planning, housing, economic development, and environmental analysis.

Considerable knowledge of:

- Methods, plans, systems, forms, maps, and tools utilized by land use planners.
- Sources of information and agencies that may be utilized in conducting research and addressing planning matters.
- Operations typical of a city planning division.
- Data collection and analysis techniques.
- Municipal budgeting processes.
- Data processing systems/applications.
- Office management.
- Principles of supervision.

Ability to:

- Plan and schedule work, set priorities, and monitor work progress.
- Research, prepare, and present complex reports.
- Select, train, supervise, and evaluate employees.

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- Communicate effectively, both orally and in writing.
- Make decisions regarding operational and personnel functions.
- Interpret and apply provisions of codes, regulations, statutes, and ordinances relevant to City planning activities.
- Operate programs within allocated amounts.
- Deal tactfully and courteously with internal and external customers.
- Respond to emergency and problem situations in an effective manner.
- Understand, explain, and apply policies and procedures.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Develop comprehensive plans to meet future City needs/services.
- Represent the City and/or Department in a variety of meetings.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Plan and enforce a balanced budget.
- Develop new policies impacting Department operations/procedures.
- Interpret financial statements and cost accounting reports.
- Establish and maintain effective relationships with the community at-large, the City Council, and other public officials.
- Handle confidential matters with discretion.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I; 12.

Link to description [here](#)

Employee Unit:

Unrepresented Management

Revised: 06/30/2014

Replaces classification specification for Deputy Director of Community Development-City Planner dated 10/06/09
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