



PLANNING DIRECTOR

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title:	Planning Director	Effective Date:	February 1, 2021
Working Title:	Planning Director	Type:	Management/Supervisory
Department:	Planning	Supervisor:	City Manager
FLSA Status:	Exempt	Supervises:	Planners, Code Compliance Officer, Building Permit Specialist

CLASSIFICATION SUMMARY

This department director position plans and directs the activities and operations of the Planning Department, including all aspects of current planning, code enforcement, managing planning consultant contracts for long-range & transportation planning and building permits. This position is very active in the public arena and business community, which requires a high degree of excellence in citizen contact and customer service. As a Department Director, the incumbent assumes the duties of the City Manager as assigned.

SUPERVISION

This is a supervisory position. This position supervises assigned employees, which includes: scheduling and assigning work; providing opportunities for developmental mentoring, coaching, and training; creating an environment in which employees are focused on producing excellent quality results, developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employee; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances; and making or effectively recommending hiring and termination decisions.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned and operating a motor vehicle safely and legally while on City business.

60% Leadership & Administration

Models and leads a respectful and inspiring team environment that attracts and retains highly talented and motivated individuals committed to public service.

Seeks input, is transparent in actions, makes tough decisions and models the highest level of integrity.

Actively and consistently grows and maintains partnerships across the organization and community. Develops and maintains professional working relationships with local, regional, state and federal agencies, Council, developers, consultants, citizen and volunteer groups, community service organizations and City staff. Serves as a liaison with neighborhood, development and business communities to promote high quality planning and development; to provide advice on City priorities and interests and to provide solutions to planning related problems.

Coordinates the Transportation Systems Plan, including liaison to the Salem-Keizer Area Transportation System Technical Advisory Committee, Transportation Forum and other regional coordination committees.

Performs planning activities including the implementation of the City's Comprehensive Plan, Development Code, Integrated Land Use Amendments and Map changes, grants and other projects in compliance with Oregon Statewide Planning Goals. Coordinates and conducts reviews of the City's Comprehensive Plan, Transportation System Plan and City ordinances. Coordinates communication with adjacent jurisdictions and affected state and federal agencies relating to land use and transportation projects.

30% Research & Presentation

Collects, analyzes, and prepares complex data, and expresses technical and complex ideas through excellent oral and written communication skills. Writes and prepares staff reports and findings on complex land use issues and applications.

Makes presentations to Planning Commission, Urban Renewal Board, City Council, and other groups such as neighborhood associations.

10% Budget & Department Presentation

Prepares, reviews, presents and administers the department's and Urban Renewal Agency budgets within budget instructions. Monitors expenditures and takes action as needed, ensures all purchases comply with City regulations, monitors building permit process, and monitors and recommends fee and staffing adjustments as needed to maintain service levels in accordance with revenue projections.

Serves as a member of the department management team representing planning and development programs. Represents the department on interdepartmental projects, issues and initiatives and with Council and other elected officials.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement, and manual dexterity), work environment and working conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 10 pounds and infrequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as a computer and various software programs, motor vehicle, phone, calculator, copy and fax machines, and other related tools and equipment.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position. This supervisory position is responsible to actively support safety and loss control measures for the City as a whole and to maintain accountability for safety and loss control issues within the department.

Working Conditions

In the performance of the job duties, the employee will perform the majority of this job in an office environment under usual office working conditions. The noise level in the work area is typical of most office environments, with telephones, frequent interruptions, and background noises. Duties include contact with employees and customers in conflict situations.

Contact with the news media regarding Planning matters including sensitive, difficult or controversial issues. In addition, the position requires frequent use of interpersonal skills, teamwork, customer service skills and discretion; continuously using decision-making skills, problem analysis, negotiation, independent judgment, and/or independent action.

Evening and weekend work may be required.

MINIMUM QUALIFICATIONS

Education & Experience

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A typical way of obtaining the knowledge, skills and abilities outlined above is to have obtained a Bachelor's degree in land use planning, urban design, city and regional planning, public administration, or a related field and five years of progressively responsible professional experience in planning or community development including supervisory experience or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position. Experience working with volunteers, contracts, budgets and grant-writing preferred.

Licenses, Certifications & Other Requirements

- Pass a comprehensive background investigation.

ADDITIONAL QUALIFICATIONS

Knowledge:

- Economic development principles and issues; the laws and regulations governing municipal planning, including land use planning; and the availability of local, state, and federal financial assistance programs.
- Budget planning and preparation.
- Management and supervisory principles and practices.

Skill & Ability:

- Facilitate, negotiate, problem solve and make tough decisions.
- Be resourceful, demonstrate a collaborative style and build consensus with others including community members, elected and appointed officials, executive management and staff.
- Possess organizational savvy as demonstrated by development of strong relationships, successful experience maneuvering through complex situations and an awareness of City government and community culture.
- Plan, develop, and carry out programs essential to the operation of the City.
- Plan, organize, and coordinate the activities of a department, including evaluating the work of subordinates.
- Communicate effectively verbally and in writing to a wide range of individuals; speak and present effectively in front of large groups in a clear, concise manner; utilize a consensus building approach to problem solving and constructively reconcile disagreements and conflicts.
- Develop and revise policies, procedures, and programs and implement the same.
- Establish and maintain an effective working relationship with individuals, coworkers, other agencies and the public; work with volunteers.
- Assess team strengths and weaknesses and work to build/maintain the strongest team possible with diverse skills, backgrounds and abilities.
- Productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- Attend meetings at various locations during business and non-business hours, including evenings, early mornings and weekends.

Licenses, Certifications & Other Requirements

- Possession of or ability to obtain and maintain a valid Oregon driver license.
- American Institute of Certified Planners (AICP) Certification desirable.