



Proposed

Assistant Director Planning and Building Services Classification Specification

JOB SUMMARY:

Under administrative direction from the Director of Planning and Building Service (PBS), assist in the planning, management, organization, coordination, and supervision of the programs and activities of the County's Planning and Building Services Department (which has branches on the coast and inland). The incumbent is expected to assist in collaborative efforts among departments and other public entities to identify and implement new ways to provide seamless and integrated services to the public. This position may assist in providing research and evaluate the opportunities for local economic development. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This single position classification is exempt and at-will and reports to the Director of PBS. The incumbent is given the latitude to exercise independent judgment and control to assist the director in the day-to-day management and oversight of the various functions of the department and may assume the duties and responsibilities of the director in his or her absence. The incumbent will assist the director to determine department-related policy; coordinate, oversee and administer program service delivery, operations, budgets and personnel matters; identify department goals and objectives; and represent the department to the Board of Supervisors, other departments, agencies, private organizations, the general public, and media when required.

This position is distinguished from PBS managers in that it is responsible for assisting the director in overall department operations and may oversee the work of subordinate managers.

This classification is distinguished from the Director of PBS in that the latter has overall responsibility of policy development, program planning, fiscal management and operation of the department.

SUPERVISION EXERCISED:

Exercises management level supervision over subordinate managers, supervisors, professional, administrative and support staff. Oversees and provides direction to professional consultants and/or contractors.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:

(Duties may include but are not limited to the following:)

- Provides leadership and displays initiative while assisting in the overall direction and management of a multi-disciplinary department in a changing environment, including monitoring and coordinating County wide strategic plan priorities as they relate to the department; and in developing, implementing and monitoring the department strategic plan.
- Assists in the formulation of department goals, objectives, policies and procedures and ensures the delivery of services in compliance with local, state, and federal laws and regulations.
- Carries out management and supervisory responsibility in accordance with policies, procedures, and applicable laws, including: planning, assigning and directing work; reviewing staff reports and work product of others; evaluating the performance of employees; ensuring the maintenance of personnel evaluation systems; ensuring training and/or retraining programs for staff; rewarding and disciplining employees; interviewing and selecting staff; addressing complaints and resolving problems; promoting a safe working environment and enforcing County policies.
- Regularly advises the director of issues and programs relative to the work of the department.
- Responsible for assisting in departmental budget priorities; assists in the preparation of department budgets, justifies program and budget recommendations to the CEO and the Board of Supervisors. Helps ensure budget expenditures are properly controlled.
- Assists in evaluation and monitoring of systems to ensure consistent delivery of client-focused services to the public.
- Regularly collaborates with division leaders, other departments and other entities to develop and recommend organizational or system changes, as necessary, to maintain or enhance quality, client-focused services.
- Assists with interpretation and implementation of building code regulations as directed.
- Responds to inquiries from the public, the Board of Supervisors, and the CEO; performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs; presenting technical data to management, elected officials, and others.

- Researches, analyzes and interprets economic, labor market and other data to enable departmental preparation of grant applications for special projects.
- Coordinates the preparation of a wide variety of reports or presentations for County management or outside agencies.
- Investigates and responds to complaints.
- Attends and/or convenes a variety of meetings as chairperson, member, or primary staff contact. Examples include making presentations to the Planning Commission and the Board of Supervisors; serving as hearing officer for building code violations, abandoned vehicle cases and to approve or deny Coastal Development permits; conducting regular meetings with department staff;
- Represents the department at various functions such as civic and business associations, meetings with stakeholders (including citizens, developers, officials), and representatives of the press, to establish goodwill and resolve/respond to issues.
- Negotiates or supervises contract negotiations; ensures contracts are properly executed in accordance with laws and regulations
- Maintains and upgrades professional knowledge, skills and development by attending seminars and training programs and reading trade and professional journals and publications.
- Oversees complex studies relative to research, analysis and formulation of plans and programs; reviews and approves plans or alternatives for policy implementation and conformance to approved policy goals.
- Coordinates or leads special projects assigned by the director.
- Encourages economic development in the County; develops and implements policies and programs aimed at business expansion, retention and recruitment; acts as liaison to other city and county departments, regional agencies, state/federal agencies and local organizations on matters relating to economic development.
- Demonstrates sensible judgment, and strong political acumen; exercises independence in the assessment and approach to problems and recommendations solutions.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

- Code Books
- Computer and general office equipment
- Vehicle

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in urban or regional planning, public administration, geography, architecture, architectural engineering, land use economics, or a closely related field; and, five (5) years of directly related, progressively responsible experience, in city/county urban or regional planning, building inspections, code enforcement, permit processing, and/or development-related activities, including program planning, development, and administration and working with community organizations, with at least two (2) years in a management-level capacity.

Substitution: A combination of nine (9) years of directly related education, training, performing progressively responsible duties in city/county urban or regional planning, building inspections, code enforcement, permit processing, and/or development-related activities, including program planning, development, and administration and working with community organizations, with at least two (2) years in a management-level capacity, that would provide the knowledge skills and abilities necessary to effectively perform the duties of the job.

Strong management skills are required.

Licenses and Certifications:

Valid Driver's License
AICP desired

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Modern administrative principles and practices, including goal setting, client-focused service delivery systems, program development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.

- Advanced principles, practices, and theories related to community and urban planning and development, commercial cannabis, economic development, and other related areas.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to the administration of planning, zoning, commercial cannabis, building inspections, and code enforcement programs and projects; legal requirements relating to land use.
- Administration of building, construction, public health, planning and related laws, codes, ordinances and the methods of review and inspection to ensure compliance.
- Local government organization and the functions and practices of a county planning and building functions.
- Public agency budget development, contract administration, County-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of leadership.
- Funding sources impacting program and service development.
- Land use, physical design, demographics, environmental, social, and economic concepts, including public and private financing and capital improvements.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- Structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Skill in:

- Long-range systems planning and needs forecasting.
- Applying principles of management, leadership, motivation, teambuilding and conflict resolution.
- Advanced interpersonal skills to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and outside agencies.
- Developing, implementing and interpreting goals, objectives, policies, procedures, work standards and internal controls.
- Integrating services provided with those of other County departments and public and private organizations.
- Analyzing complex problems, evaluating alternatives and making creative recommendations.
- Exercising tact, discretion, and sound independent judgment within established policy guidelines and legal constraints.
- Establishing and maintaining effective working relationships with a variety of citizens, public and private organizations, boards, commissions, and County staff.
- Planning, organizing, assigning, directing, reviewing and evaluating staff. Selecting and motivating staff, evaluating and providing for their training and professional development.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Researching, compiling, interpreting and summarizing a variety of informational and statistical data and materials.
- Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

- Manage a multi-discipline, customer-oriented service delivery system.
- Organize and coordinate the seamless and effective delivery of development services from multiple County departments and other public entities.
- Provide effective leadership in the development of new or improved procedures, rules, regulations and policies.
- Provide professional consultation, assistance, and leadership.
- Effectively assemble, organize and present in written and/or oral form, reports containing alternative solutions and recommendations regarding specific resources, plans and policies.

- Analyze and review staff reports and recommendations and give constructive criticism.
- Work under pressure, establish priorities and meet deadlines.
- Deal tactfully, convincingly and effectively with departmental personnel, government officials, representatives of special interest groups and the general public.
- Advise citizen groups and various boards and commissions orally and in writing concerning specific programs and projects.
- Work with, and appropriately and effectively utilize resource support departments/services including computer services, human resources, legal counsel, accounting/auditor, general services, and other staff services.
- Organize and coordinate the activities of specialized and professional employees.
- Delegate, supervise and follow-up on assigned work.
- Exercise initiative, ingenuity and sound independent judgment when making decisions within general policy guidelines.
- Demonstrate tact, patience, and have an understanding of the problems of consumers and staff personnel. Responding to stressful and sensitive situations in a professional and confidential manner.
- Represent the department and county effectively in meetings including making effective presentations to and facilitating groups.
- Prepare and present concise and well organized written and oral reports of a technical nature.
- Speak effectively before groups and organizations and have the poise and tact to handle sensitive and confidential matters with public entities and the media
- Understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Delegate authority to staff.
- Communicate effectively both verbally and in writing.
- Formulate policies and plan, coordinate and initiate actions necessary to implement decisions.
- Apply mathematical concepts such as fractions, percentages, ratios and proportions to practical situations.
- Write clear, concise and comprehensive reports, correspondence, technical reports and program plans.
- While performing the essential functions of this job, the incumbent is regularly required to: walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 15 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust; but may occasionally be performed outside or in field locations. The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

Incumbents may be required to work weekends, special events, on-call or outside of normal work schedule.

Incumbents who drive on County business to carry out job-related duties must possess and maintain a valid California driver's license upon hire for the class of vehicle driven and meet automobile insurability requirements of the County.

ADDITIONAL INFORMATION:

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: Assistant Director Planning and Building Services

CLASS CODE: **TBD**

DEPARTMENT: Planning and Building Services

REPORTS TO: Director Planning and Building Services

FLSA STATUS: E

CIVIL SERVICE: N; At-Will

BARGAINING UNIT: Unrepresented

ADOPTED: 11.2020

History Notes: