

TOWN OF SAN ANSELMO

PLANNING AND BUILDING DIRECTOR

DEFINITION

To plan, organize and direct the Planning and Building Department in both current and advanced planning activities, including subdivision, planned development, environmental review, general plan amendments, rezoning, use permitting, design review, and variances; to perform the most complex planning work of the department; to be responsible for building permit issuance, inspections and code enforcement, and to provide highly complex staff assistance to the Town Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Town Manager.

Exercises direct supervision over professional and clerical staff in the Planning and Building Department; may exercise technical and functional supervision over professional and technical staff in the Public Works Department.

EXAMPLES OF DUTIES – duties may include, but are not limited to the following:

Plan, organize, and direct the activities of the Planning and Building Department, including management, supervision, training, and evaluation of assigned staff; and development and implementation of department goals, objectives, policies, and priorities.

Interpret and explain the Town's General Plan, policies, ordinances, and other regulations to applicants, applicant representatives, consultants, the general public, and other interested persons.

Review and analyze development applications and make recommendations regarding such applications to the Planning Commission and Town Council through written reports and oral presentations.

Manage and participate in the environmental review process, including review of development applications and formulation of recommendations, including negative declarations and environmental impact reports.

Ensure conformance with town planning and building ordinances, regulations, and policies, including special conditions assigned to projects by the Planning Commission and/or Town Council.

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Serve as staff liaison to the Planning Commission and as the department's representative to community groups and the public regarding planning and building matters; coordinate departmental activities with other departments, governmental agencies, and outside organizations as appropriate.

Resolve difficult building, planning and land use issues and administrative policy matters; respond to difficult and/or sensitive complaints and requests for information.

Manage Town-initiated projects as assigned.

Develop and maintain the town's General Plan and other key policy documents; conduct advanced planning studies and other research as required.

Prepare, recommend, and administer department budget.

Select consultants as appropriate, and negotiate, prepare and administer associated contracts.

Represent the department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Build and maintain positive working relationships with co-workers, other Town employees, and the public using principles of good customer service.

Oversee the selection, training, professional development, work review, and evaluation of staff

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and procedures related to the development and implementation of a comprehensive planning and building inspection program.

Principles and practices of organization, administration, budget, and personnel management.

Applicable federal, state, and local laws, rules, and regulations, including the California Environmental Quality Act.

Current trends in municipal planning, environmental planning, and urban design; research methods and sources of information and data related to land use, development, and environmental topics.

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Principles of technical and policy report writing.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Personal computer operations and various software applications, including word processing and spreadsheets.

Ability to:

Plan, organize, and direct the activities of a Town department.

On a continuous basis, analyze budget and technical documents and reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; and interpret and explain policy.

On a continuous basis, sit at a desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and operate a personal computer.

Perform the most complex planning work of the department

Analyze and interpret data and information pertaining to planning, zoning, and development of a municipal master plan consistent with local needs; prepare ordinances and formulate land use policies.

Communicate effectively in writing and orally about department policies, practices, and related matters; explain technical planning and zoning matters in simple, non-technical language, easily understood by the general public.

Facilitate public meetings, workshops and negotiations, often in controversial settings.

Deal effectively with complex and sensitive issues; identify, coordinate and resolve a wide variety of interests in the development of land use policy and related programs; negotiate effectively with developers, contractors and property owners.

Organize, supervise, evaluate and train subordinate staff.

Use a personal computer including word processing and spreadsheet applications, a calculator, telephone, facsimile machine, and other common office machines.

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Establish and maintain cooperative and effective working relationship with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in municipal, regional or environmental planning and building, including at least three years of administrative and/or supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, urban studies, geography, landscape architecture, public administration, or a closely related field. Possession of Master's degree is highly desired.

License or Certificate

Possession of or ability to obtain a valid California driver's license.

Date:

9-9-09

Approved:

Debra Stutsman

Town Manager