

## **TOWN OF SAN ANSELMO**

### **PLANNING DIRECTOR**

#### **DEFINITION**

To plan, organize and direct the Planning Department in both current and advance planning activities, including subdivision, planned development, environmental review, general plan amendments, rezoning, use permits, design review, and variances; to perform the most complex planning work of the department; to be responsible for 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 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 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 ordinances, regulations, and policies, including special conditions assigned to projects by the Planning Commission and/or Town Council.

**TOWN OF SAN ANSELMO**  
**Planning Director (cont'd)**

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

Resolve difficult 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 advance 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 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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**Planning Director (cont'd)**

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, 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.

**Physical Demands:**

On a regular basis, stand, walk, sit, and talk or hear for long periods of time, use hands to finger coordination, handle, or feel and reach with hands and arms, occasionally climb or balance and stoop, kneel, crouch, or crawl; regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds; have vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**

While performing the duties of this job, the employee is regularly exposed to video display and regularly works indoors. The employee is occasionally exposed to outdoor weather conditions and occasionally works evenings or weekends. The noise level in the work environment is typically quiet. The employee is regularly required to attend evening meetings and occasional weekend meetings.

Date: 11/13/14

Approved: *D. Stutzman*  
Town Manager