

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Planning Director Revision Date: 02/2012
EEO Category: Official/Admin.
Status: Exempt (Exec)
Control No: 30651

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Community Development Director, manages the Planning Division staff and the progress of all planning projects; performs professional level planning activities; develops and recommends division and department policy; provides ongoing support to the City Council, Planning Commission, Board of Adjustment and ad hoc committees on all matters pertaining to the General Plan, land use and development.

III. Essential Duties:

- Manage the work program and annual budget of the Planning Division within the Community Development Department. Monitor all division expenditures and seek alternative funding sources such as grants, improved efficiency and cost savings.
- Ensure the hiring, development, training and preparation of the Planning Division staff to meet the service needs of residents, developers and business interests in the city.
- Supervise project assignments and monitor the work of the division.
- Establish a positive working environment with respect to labor and employee relations, whereby department employees are treated fairly, equally, and consistently; and establish standards of work performance or measurement that will allow for the proper evaluation of the workforce in regard to required duties.
- Assist the Community Development Director in supervising City's development review process, which examines the ongoing policies, practices and service levels in relation to reviewing development projects and the multi-department Development Review Committee (DRC), which processes development applications in conformance with the City regulations and policies. Provide support by managing agenda items, hearing times, field trips and retreats, training, etc.
- Work closely with architects, builders, and developers to explain the City's plans and programs. Give professional advice and ensure that new developments are consistent with the plans of the City.
- Provide staff support and planning advice to the Mayor, CAO, Planning Commission, Board of Adjustment, and ad hoc committees.
- Supervise the preparation, maintenance, update and implementation of the City's General Plan process; including visioning, gathering data, organizing statistical information; writing reports; recommending goals, policies, and programs; working with City staff and citizen groups.
- Supervise the administration of the City Development Code, including zoning, subdivision, and other City ordinances. Interpret the Code in the absence of the Community Development Director.
- Perform relevant planning research, and present results to the Planning Commission, Board of Adjustment, City Council, and various citizen groups.
- Interact with developers and with the public as necessary in conflict resolution.
- Act as Division Training Officer conducting regular staff meetings, training activities and other division functions.
- Act in the place of the Community Development Director at various meetings and department functions.

IV. Marginal Duties:

- May be responsible for coordinating delicate and volatile community issues affecting the Department and its Boards and Commissions. Prepare written correspondence, graphic and verbal communications to various interests involved with Division and Department issues.
- Act as staff/city specialist in regard to visioning, landscaping/beautification, natural hazards/emergency preparedness, City boundary issues, and planning education of the public.

V. Qualifications:

Education: Requires a bachelor's degree from an accredited college or university in planning or a closely related field. A master's degree may be substituted for two years of required experience, except supervisory experience.

Experience: Requires seven years full time paid experience in urban planning or related field with progressively increasing responsibility; three years of which have been in a supervisory capacity.

Certificates/Licenses: American Institute of Certified Planner (AICP) Certification strongly preferred. Class C Commercial Drivers License (CDL) is required within six months of hire. Sandy City utilizes a passenger bus to transport city officials on field trips. A Utah CDL is required to operate a passenger bus vehicle designed to transport more than 5 persons (including the driver).

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Principles and practices of community development, local government operation and structures; urban planning and design, including transportation, strategic planning, annexation, site plan and subdivision review; State land use law; zoning ordinances and their relationship with the uniform building code; code enforcement practices; map reading, interpretation, and familiarity with legal descriptions; principles of public relations; principles of project management, supervision, and budgeting.

Responsibility for: Making decisions that affect the community for many years to come including the physical design of the city, quality of life issues, and the city's ability to provide efficient service delivery; responsibility for the care, condition and use of materials, equipment, budget, etc.

Communication Skills: Research relevant information to inform personnel and the public regarding City ordinances and procedures; ability to communicate effectively verbally, graphically and in writing; work effectively with City employees, elected and appointed bodies, businesses and developers; contacts with other departments, furnishing and obtaining information; interfacing with other governmental agencies; work on regular basis with persons of high rank, requiring tact and judgment to deal with and influence people; requires a well-developed sense of timing and self control.

Tool, Machine, Equipment Operation: Frequent use of office equipment, including a personal computer, blueprint machine, calculator, telephone and copy machine; occasional use of a City Passenger Van.

Analytical Ability: Apply general principles and ordinances effectively; establish goals and priorities; analyze statistical information and development applications; write concise reports and recommendations; creative design and solutions to complex development concerns.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds. Good vision is required to view plans, ordinances, etc.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; mental pressure and fatigue exist during a normal workday; extensive contact with the public; extensive time spent as liaison to other city department; overtime with night meetings and weekend work required; deadline oriented; heavy emphasis on quality; Frequent stress from interpersonal interactions with public, city administration, developers, and city council.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____