

## **DIRECTOR OF LONG-RANGE PLANNING AND HOUSING**

Salary Range: 23 (Management Salary Schedule)

### **DEFINITION**

The Director of Long-Range Planning and Housing is responsible for developing programs and planning tools that involve the community in defining its vision, assisting with enhancing and maintaining Rocklin's unique character through dialogue with the community and by developing plans, policies and programs designed to guide the physical design and development of Rocklin.

The incumbent will develop, maintain, and implement a coordinated, comprehensive general planning program allowing for quality growth and development of the City while balancing social, economic and environmental goals with the understanding that the historic past and the dynamic present provide the framework upon which the future can be built.

### **DISTINGUISHING CHARACTERISTICS**

This is a single-position classification with overall responsibility for the activities of long range planning. The incumbent is accountable, through subordinate managers and supervisors, for accomplishing all department goals, and for furthering City goals and objectives within general policy guidelines.

### **SUPERVISION RECEIVED AND EXERCISED**

The incumbent reports to the Director of Community Development and is responsible for providing direct and indirect supervision over management, professional, technical, and clerical personnel.

### **ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES:**

Duties may include, but are not limited to the following:

- Directs current and long-range planning projects related to transportation, land development regulations, new City ordinances, and legislative initiatives.
- Performs outreach activities and participates in public workshops to ensure planning efforts meet the long range vision of residents and stakeholders; makes presentations to various community groups regarding planning issues.
- Researches grants and other funding opportunities for implementation of planning programs.
- Prepares technical reports and presents results to the public, outside agencies, elected officials, and community groups.
- Assists in the preparation of the department's business plans, annual operating budget, and work program.
- Maintains liaison with State and Local government agencies, community groups, and professional associations.
- Plans, organizes, and supervises the activities of assigned staff.

- Reviews reports, makes recommendations on policy change requests and presents staff analysis and recommendations at City meetings.
- Responds to questions regarding state statutes and City codes, providing supporting materials as required.
- Prepares plans in accordance with state law, including timelines, City resolutions, public notices, service plans, analysis and recommendations, ordinances and exhibits.
- Manages the compilation of demographic, economic, and environmental data and makes projections and estimates.
- Works with outside consultants to provide the information needed to conduct analysis and prepare reports.
- Performs other related duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- City, state and federal laws and regulations pertaining to land use, environmental impact and municipal capital improvements
- Objectives, principles, procedures, standards, practices and information sources of City advance planning
- Implementation of state, regional and municipal ordinances
- Methods used in development information for advance planning, application of land use, physical design, economic development, and/or social concepts to the planning process
- The California Environmental Quality Act and Subdivision Map Act
- Community trends and market analyses techniques
- Math concepts, including statistical analysis, techniques and formulae relevant to the planning process
- Terminology, symbols, methods, techniques and instruments used in planning
- Local government organization and functions and practices of a municipal planning unit

#### **Ability to:**

- Perform responsible and complex long-term planning, environmental planning and capital improvement assignments
- Understand and apply those aspects of federal, state and local laws, regulations, policies, procedures and standards pertaining to the planning process
- Interpret maps, site and building plans and specifications, graphs and statistical data
- Research, analyze and summarize planning data both manually and with computer programs
- Interpret and understand engineering and architectural plans, concepts and methodologies
- Prepare clear visual displays, present ideas persuasively
- Prepare clear and concise technical documents, reports, correspondence and other written materials, including staff reports to the Planning Commission and/or City Council

- Exercise sound independent judgment within established guidelines
- Instruct others in work procedures and provide specific project direction
- Establish and maintain effective working relationship with those encountered in the course of the work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

### **Minimum Qualifications**

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

Graduation from a four-year college or university with major course work in planning, administration, law, or a closely related field, and seven years of progressively responsible full-time experience in municipal planning/community development, including five years of project management experience. An advanced degree in urban planning is desirable as is prior planning experience.

### **GENERAL QUALIFICATIONS**

#### **License Requirements**

A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

#### **Physical Requirements**

The incumbent appointed to this class must be physically able to perform the duties of this position, including the mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment; ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; occasionally lift and, carry reports and records that typically weigh less than 20 pounds.

#### **Working Conditions**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, and may interact with upset staff and/or public representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work on evenings, weekends and holidays, and participates in afterhours on-call assignments.

**FLSA: E**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

*Adopted: July 2015*

*Revised: July 2019*