CITY OF SANTA CRUZ
ASSISTANT DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT

Reports to:	**Director of Planning and Community Development**
Supervises:	**Principal Planners, Associate Planners, Administrative Assistants and other classes as assigned**
Bargaining Unit:	**Management**

BASIC FUNCTION:

Under general direction of the Director of Planning and Community Development, serves as the chief planner of the department, assisting in day-to-day administration of the Department,; leadership of and supervision of the Current Planning, Code Enforcement and other assigned functions of the Department; coordination of departmental and citywide planning projects and initiatives; assumes department head responsibilities in the absence of the director; and performs other related work as assigned.

TYPICAL DUTIES *(May include but are not limited to the following)*:

- Develops, evaluates and implements improvements to maintain effectiveness of the Department's customer service processes including Permit Counter.
- Analyzes, makes recommendations, and implements improvements in the Department's technical and information support capabilities; develops programs for system/equipment enhancements.
- Develops, refines, monitors and implements a comprehensive departmental work program to assure timely completion of current and other planning projects.
- Supervises the Current Planning and Code Enforcement functions of the Department.
- Assists the Director in developing and managing the Department’s budget.
- Provides professional guidance and technical direction to staff in the formulation of recommendations to the City Council and City boards and commissions as necessary.
- Assists the Director with administration of the Department's activities, including zoning, permitting, building, housing, code enforcement, neighborhood services and outreach.
- Represents the City in county, regional, state and federal agencies.
- Represents the Department in coordinating interdepartmental and citywide matters.
- Primary department liaison and support to the City Planning Commission.
- Serves as independent Zoning Administrator as necessary.

MINIMUM QUALIFICATIONS (*Knowledge, Skills and Abilities*):

Thorough knowledge of:

- the principles and practices of local government administration, including employee supervision, training and evaluation; budget preparation and control; ordinance enforcement; and legal procedures.
- the principles and practices of municipal planning.

Working knowledge of:

- the principles and practices of current planning and code enforcement; applicable laws and regulations pertaining to zoning, subdivision, coastal regulations, California Environmental Quality Act, the General Plan, and associated land use activities.
- the development and implementation of a comprehensive approach towards community/neighborhood planning.

Some knowledge of:

- computer applications used in the administration of municipal planning.

Demonstrated ability to:

- administer and coordinate diverse work programs and supervise the activities of professionals operating within various disciplines.
- analyze and interpret data pertaining to planning, zoning and building code enforcement.
- communicate effectively both orally and in writing.
- prepare complex plans, reports and analysis and make appropriate recommendations for action.
- establish and maintain effective working relationships with other officials, City departments, and the general public, including individual citizens and diverse community interest groups.
- exercise sound judgement, analytical and decision making skills.
- plan, organize, supervise and evaluate the work of others.

Education and Experience:

Any combination of education and experience that provides the required skills, knowledge and abilities listed above may be qualifying. A typical way to obtain these qualifications is:

- Bachelor's degree in Urban Planning, Public or Business Administration, or a closely related field, from an accredited college or university; and, five years of increasingly responsible professional planning experience, which includes at least three years of experience in a public agency at a management level; and two years of supervisory experience (which may be included in the above). Master's degree highly desirable.

Licenses:
Possession and continued maintenance of a valid California driver's license and a safe driving record, or the ability to provide suitable transportation that is approved by the appointing authority.

DESIRABLE QUALIFICATIONS:

- Master's degree in Urban Planning, Public Administration, or Business Administration.
- Knowledge of Federal and state environmental laws and guidelines.
- Knowledge of Federal housing and community development laws and regulations.

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