CITY OF SANTA CRUZ
DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT

Reports to:	**City Manager**
Supervises:	**Responsible for all personnel assigned to the various divisions of the Planning and Community Development Department. Directly supervises Senior Planners, Chief Building Official, and Office Clerical Supervisor**
Bargaining Unit:	**Executive**

BASIC FUNCTION

Subject to general policy determination is responsible for the overall management and administration of City Planning and Community Development activities.

PRIMARY DUTIES

- Overall administrative responsibility for planning long range policy and program development, zoning, building inspection, code enforcement, housing programs, redevelopment, and general community development programs and activities.
- Maintains continuing liaison with citizen groups and other public and planning and community development.
- Responsible for the development and administration of the departmental budget.
- Provides professional technical directions and guidance in the formulation of all Planning and Community development Programs including the making of necessary recommendations to the City Council, City Planning Commission, and other boards and commissions as necessary.
- Responsible for the supervision, evaluation, and effective utilization of all staff officials regarding design development, redevelopment and construction activities.
- Provides the City Manager and the City Council with current information on pending and newly enacted legislation affecting planning and community development and makes appropriate recommendations to Council for action.
- Represents the City of Santa Cruz in coordinating with the county and the regional planners to establish and coordinate regional cooperative planning.
- Establishes and maintains effective public relations with citizens, official boards and agencies, and the media.

PRINCIPAL ACCOUNTABILITIES

- Acts as the professional advisor to the City Manager, City Council, City Planning Commission and various other boards and commissions relative to Planning and Community Development matters.
- Provides executive leadership in problem solving within the City organization.

- Provides effective management of the City Planning and Community Development Department within budgetary provisions and limitations.
- Maintains continuing effective communications with the citizens of Santa Cruz relative to Planning and Community Development matters.
- Assures that the efforts of staff are cooperative, efficient and effective and provide complete and competent research, analysis and proposals for Community Planning and Development.

MINIMUM QUALIFICATIONS

- Master's degree in Planning, Public Administration, or related field. (A Bachelor's degree in the above field and two years of significant experience may be substituted for a Master's degree.)
- Six years of progressively responsible experience in Planning and Community Development Programs, specifically in the areas of land use or economic planning.
- At least two years of this experience must have been in a position including responsibility for departmental management, administrative control and supervision.

Ability to:

- Administer and coordinate a variety of diverse work programs and supervise the activities of a group of professionals operating within various disciplines.
- Analyze and interpret economic and physical data pertaining to planning, zoning and building code enforcement.
- Prepare detailed and comprehensive reports and communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with other officials and the general public.
- Identify with the community and its unique environment and attitudes.
- Work effectively and harmoniously with individual citizens and diverse community interest groups.
- Ability to motivate, supervise and lead.

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