

<b>ORGANIZATION:</b>	<b>City of Canby</b>	<b>DATE:</b>	<b>September 2008</b>
<b>DEPARTMENT:</b>	<b>Planning &amp; Building Department</b>	<b>UNION:</b>	<b>Non-Represented</b>
<b>TITLE:</b>	<b>Planning Director</b>	<b>FLSA STATUS:</b>	<b>Exempt</b>

**PURPOSE OF POSITION:** Plan, direct and administer all current and long range planning activities. Perform advanced and complicated professional planning work in such areas as land use, city and regional planning, community development, environmental and natural resources; economic development, and transportation planning. Prepare and make reports and presentations. Oversee the City Building Department. Supervise department personnel in the performance of their duties. Serve as a member of the City's Management Team.

**ESSENTIAL JOB FUNCTIONS:**

Establish long-range goals and plans for the department. Prepare short-range tactical plans to accomplish department's goals. Oversee and participate in the development, analysis and evaluation of comprehensive plans, programs, and planning alternatives and strategies that meet identified and anticipated goals and objectives of the City and satisfy local, regional, state, and federal planning standards. Monitor, develop, or coordinate development of City infrastructure master plans. Prepare and update capital improvement plans. Support and help further develop the City's customer service commitment.

Direct review of city codes for comparison with state, federal, county and Metro regulations. Recommend priorities, policy and procedures for code development. Recommend resource allocation. Direct preparation of draft modifications to City code. Present changes to Planning Commission, City Council or other public bodies as required.

Interpret and administer ordinances, zoning regulations and other City, county, state and federal regulations relating to zoning, subdivision and development issues. Draft Comprehensive Plan and Map policies and development related ordinances when conflict arises to comply with statewide standards or to respond to community needs.

Perform field investigations and gather, analyze, interpret, and report on various land use and land characteristic data regarding land use applications; take photographs. Perform site plan and land division reviews, participate in land use hearings, and determine conditions which must be met prior to the development of a site.

Analyze facts and conditions regarding community development agreements. Review requests. Direct drafting of agreements and coordinate legal approval. Negotiate agreements. Present recommendations (agreements) to the Planning Commission and City Council. Assure and monitor implementation.

Attend City Council, Planning Commission and various other meetings. Prepare and present staff reports and findings, resolutions, ordinances and reports for Council or Planning Commission action. Prepare technical information and advice, perform resulting follow-up and research as necessary. Coordinate with City Attorney on legal analysis related to land use issues.

Prepare and present public information and citizen educational materials to ensure citizen involvement, education, cooperation and understanding of department goals and policies. Respond to inquiries from the public, elected officials, special interest groups, and others regarding planning and building issues. Assist and advise other departments in related matters. Provide strategic leadership to the City in community development related issues serving as advisor to elected officials.

Represent the City through participation in local, regional and/or state project management and technical advisory teams.

Working with Public Works, be responsible for construction and associated planning and building issues. Analyze budget impacts and recommend funding sources for community development related Projects. Prepare reports on funding and help detail schedule and spending required for projects.

Responsible for budgeting/accounting administration for the department. Contract out work when more effective and efficient. Oversee expenditures.

Direct the preparation and recommendation of System Development Charges (SDC's) updates. Coordinate approval of SDC updates. Process exceptions for payment of SDC's. Working with the Finance Department, be responsible for SDC spending and audit information.

Assign, supervise, and evaluate work of subordinates. Develop employee performance standards, conduct performance reviews. Responsible for staff needs assessment. Ensure provision of adequate training within areas of responsibility. Ensure that staff is committed to customer service and to the support of other City functions. Develop and implement department policy and procedures.

Motivate employees and counsel employees in the resolution of problems and performance of functions. Hear grievances and administer disciplinary action. Recruit and hire qualified employees. Establish a healthy, productive, and supportive work environment. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing the City's visions and goals. Create an environment in which employees are focused on producing excellent quality results.

Commit to customer service and maintain cooperative working relationships with City staff, other organizations and the general public. Actively promote and support diversity in the workplace through staffing, promotions, training and career development.

Follow all safety rules and procedures for work areas. Assure planning and building staff follow appropriate safety procedures. Provide staff with basic job training and safety instruction. Actively support safety and loss control measures.

**AUXILIARY JOB FUNCTIONS:** Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

### **JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Broad knowledge of planning concepts, principles, techniques and practices. Thorough knowledge of planning and budgeting process. Thorough knowledge of laws, codes, rules, regulations and ordinances applied to land use planning and legal descriptions. Ability to analyze complex facts and make sound decisions. Ability to develop, comprehend and interpret land use laws, codes, rules and regulations; communicate effectively both verbally and in writing; act as an informational resource and facilitate communication in public hearings; and, prepare clear and concise reports; prepare charts and maps. Ability to work effectively and cooperatively with the public, developers, boards and commissions, managers, and employees. Knowledge of basic mathematics and statistics. Ability to effectively perform project management functions. Ability to conduct training and decision-making meetings. Skill in management, supervision, training, and motivation of employees.

Equivalent to a Bachelor's degree in planning, geography, architecture, urban studies, or related field and five years of professional planning experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Minimum two years of supervisory experience.

**SPECIAL REQUIREMENTS/LICENSES:** Possession of valid driver's license. AICP certification.

**DESIRABLE REQUIREMENTS:** Completion of a Master's program in Urban Planning or closely related field.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc. THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

equipment, etc., and may infrequently require moving materials weighing up to 20 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. Must be able to drive to various meetings and job sites.

**WORKING CONDITIONS:** Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Attendance at evening meetings is required.

**SUPERVISORY RESPONSIBILITIES:** Supervision responsibility included. May also provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

**SUPERVISION RECEIVED:** Works under the general direction of the City Administrator.