



## TOWN OF YOUNTVILLE JOB DESCRIPTION

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### Deputy Planning and Building Director

#### **DEFINITION**

Under the general direction of the Planning and Building Director and/or Town Manager, the Deputy Planning and Building Director directs, manages and supervises personnel, resources, projects and communications to meet Town needs and assure smooth and efficient organizational activities; performs highly responsible, complex, and varied professional administrative and analytical work with planning, building and/or enforcement; serves as liaison with the Town Council, Zoning and Design Review Board, department heads, employees, community members, and other public agencies.

#### **DISTINGUISHING CHARACTERISTICS**

This "At-Will" position, subject to employment agreement, is a senior level management position in the Planning and Building Department. The position exercises considerable independent judgment in the management of assigned activities. The position may serve as the Acting Director in the absence of the Director.

This is an FSLA-Exempt position subject to an at-will employment agreement.

#### **SUPERVISION RECEIVED**

General direction is provided by the Planning and Building Director and on occasion by the Town Manager on a project basis. Responsibilities include direct and indirect supervision of management, professional, technical, administrative staff and contracted consultant and project consultants as assigned.

#### **ESSENTIAL DUTIES (include but are not limited to the following)**

- Coordinate the directives of the Planning and Building Director, Town Manager, Town Council, and Zoning and Design Review Board, within the capabilities of the department's staff; assigns staff members to projects; monitors projects' progress and prepares staff presentations for public meetings and work sessions.
- Plan, organize, analyze, and direct the operations, activities, and services of the Planning and Building Department such as administration, permitting or policy and program services for effectiveness and operational efficiency.
- Respond to administrative input concerning organizational needs; direct the development and implementation of policies, procedures and programs.
- Supervise and evaluate the performance of assigned personnel; interview and select employees; recommend reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.
- Respond to inquiries and complaints from the general public, other departments, outside organizations, developers. Responds both orally and in writing to questions and concerns.
- Communicate with administrators, personnel, outside organizations, and advisory committees to exchange information, coordinate activities and programs, and resolve issues or concerns; meet with elected officials, individually or as a governing board, to review and discuss issues and recommendations in a clear and organized manner.
- Communicate development standards to property owners and contractors.

- Communicate zoning and property maintenance standards to property owners and the public.
- Maintain current knowledge of laws, codes, ordinances, regulations, and pending legislation related to assigned functions and activities; modifies programs, functions, and procedures to assure compliance with local, state, and federal requirements as appropriate.
- Participate in the development, preparation and presentation of annual budgets for assigned functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; provide recommendations concerning fees, taxes, and assessments as requested.
- Participate in managing the development and implementation of the Department's goals, objectives, and priorities; recommend and administer policies and procedures; monitor and evaluate programs and implement process improvements when necessary.
- Provide oversight of Town housing related programs.
- Implement General Plan and vision for future.
- Provide administrative oversight and direction for building permit operation including supervision of contracted building department staff and assigned administrative support staff.
- Analyze and evaluate the public's interest and understanding of department programs and services through focus groups, surveys, or other methods, and advises and reports findings to the Director.
- Coordinate technical, administrative and public relations activities for department with other Town departments, and outside agencies.
- May serve as Acting Director in the absence of the Director.
- Maintains a physical presence in the office in order to supervise staff, perform administrative duties and meet with developers and the public.

#### **OTHER DUTIES**

- Reviews and coordinates engineering projects and plans with Public Works Director/Town Engineer and ensures conformance to Town regulations.
- May be assigned to various committees and task forces as assigned.
- May participate in various local and regional task forces related to issues affecting the Town: housing, environmental, growth management, NFTA, RCAAP, etc.
- Perform other related duties as assigned.

#### **QUALIFICATIONS**

Any combination equivalent to experience and education that could likely provide the required knowledge would be qualifying. A typical way to obtain the education and experience includes:

#### **EDUCATION**

Graduation from an accredited four-year college or university with a bachelor's degree. A bachelor's degree in urban and regional planning, architecture, landscape architecture, geography, natural resources management, environmental, physical or life science, engineering, architecture, construction management or a closely related field is preferred.

#### **EXPERIENCE**

A minimum of five (5) years responsible work experience in either private sector or local government management involving project management, strategic planning, budget, and personnel management including sufficient supervisory, coordination, project management and operational experience to demonstrate possession of the identified knowledge, skills, and abilities listed.

## **KNOWLEDGE AND ABILITY**

### Knowledge of:

- Planning, organization and direction of the operations, activities, and services of a major organizational segment of a planning and/or building department.
- Terminology, concepts, methods and procedures involved in the management of planning or building functions.
- Applicable local, State and Federal laws, codes, ordinances, regulations, policies and procedures.
- Principles and practices of administration, supervision and training.
- Principles, methods, and practices of municipal finance, budgeting and accounting.
- Effective oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Computer applications including spreadsheet, database, word processing and presentation software.
- Technical report writing.

### Ability to:

- Plan, organize, control and direct the operations, activities, and services of the Planning and Building Department.
- Supervise and evaluate the performance of assigned personnel.
- Monitor, analyze and modify policies, procedures and programs to enhance the effectiveness and operational efficiency of services, programs, activities and functions.
- Provide consultation and technical expertise concerning the operations, activities, and services of the Planning and Building Department.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain laws, codes, ordinances, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer, assigned software and office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Present information effectively for a wide variety of audiences.

## **WORKING CONDITIONS**

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and crouching in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in reading maps, writing reports, and using a computer keyboard. Additionally, the position requires near, far, and color vision in reading maps and reports, using the computer, looking at property, and acute hearing is required when providing phone and counter service. The need to lift, carry, and push plans, file boxes, and to set up tables weighing up to 25 pounds also is required. The nature of the work requires the incumbent to visit properties and make site reviews in all weather conditions including wet, hot, and cold and exposes the incumbent to fumes, dust, contaminants, and above average noise. The incumbent also must be available to be called for local emergencies, attend meetings in various other towns and cities, work irregular or extended hours to attend various committee meetings and work with constant interruptions, and at times, with demanding, angry, and violent clients when discussing and enforcing codes.

## **OTHER REQUIREMENTS**

A valid California Driver License is required at the time of appointment and must be maintained throughout employment.

Professional AICP Certification, Permit Technician Certification and building industry experience is desirable, but is not a requirement of this job position.

The Town may conduct a background check and a reference check on candidates prior to appointment to a position within this class.

Approval: Brad Raulston  
Town Manager

Resolution No. 24-4319

Effective Date: 11/19/2024