

CITY OF MILPITAS
Effective: 8/7/90
Revised: 9/99, 2/05
EEOC: Professional
FLSA: Exempt
Unit: Exempt
Physical: 1

PLANNING AND NEIGHBORHOOD SERVICES DIRECTOR

DEFINITION

Plans, organizes, and directs the activities and programs of the Planning and Neighborhood Services Department including the general plan, current and advanced planning, zoning, code enforcement, transportation, environmental review, housing, neighborhood preservation, and Community Development Block Grant administration.

DISTINGUISHING CHARACTERISTICS

This is a management position responsible for administration of the Planning and Neighborhood Services Department's operations. The incumbent works under the direction of the City Manager and exercises supervision over professional, technical, and clerical staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Plans, organizes, directs, supervises, trains, and evaluates the work of staff in the Planning and Neighborhood Preservation Division to include the areas of planning, zoning, code enforcement, transportation, environmental review, housing, and neighborhood preservation.

- Provides leadership in recommending and implementing policies pertaining to long-range planning, environmental impact, neighborhood revitalization, and code enforcement issues.
- Analyzes and coordinates the preparation of reports and recommendations on zoning matters, ordinance interpretations and modifications, variances, and environmental review activities.
- Reviews and directs the preparation of special planning, zoning, and environmental studies.
- Oversees and administers Federal Community Development Block Grant and Low-Income Tax Credit programs.
- Administers consultant contracts relating to special planning studies.
- Represents and makes presentations at City Council, Planning Commission, and public meetings as required.

- Develops and implements division goals, objectives, policies, and priorities.
- Coordinates planning activities with other City departments and outside agencies.
- Prepares, administers, and monitors the division budget, and ensures that program performance objectives are met.
- Directs and oversees various grant programs related to neighborhood services.
- Maintains a high level of public relations with neighborhood and business associations and City residents.
- Performs specialized and complex aspects of planning projects.
- Administers and processes matters relating to the General Plan, zoning, subdivision, and sign ordinances.
- Oversees the maintenance of detailed socioeconomic data and relevant statistics; coordinates and participates in the computerization of planning statistics and records.
- Ensures compliance with federal and state laws and regulations; ensures consistency with local objectives and community requirements.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of comprehensive urban planning.
- Recent developments, current literature, and information sources in the field of housing, planning, and zoning.
- Research method and techniques.
- Applicable Federal, State and local laws, rules, regulations, and codes pertaining to planning, housing, and neighborhood preservation.
- Principles of organization, administration, budget, and personnel management.
- Principles, practices, and techniques of housing and neighborhood preservation.
- Principles, practices, and techniques of management, supervision, training, and performance management.

- Office and business software related to the work.

Ability to:

- Plan, coordinate, prioritize, supervise, train, direct, and evaluate the work of others; leading and motivating assigned staff as well as others contacted during the course of work.
- Analyze, interpret, explain, and apply laws regulating planning, zoning, housing, and the environment.
- Interpret and explain applicable codes and ordinances.
- Prepare, analyze and make recommendations regarding plans and applications received from developers, contractors, and the general public.
- Study, analyze, and compile technical, statistical, and economic information pertaining to planning, housing, and zoning research.
- Establish and maintain positive and effective working relationships with citizens, public and private organizations, boards and commissions, and City staff at all levels in the organization.
- Communicate effectively, both orally and in writing.

EDUCATION AND EXPERIENCE

Experience

Eight years of professional experience in the field of urban and environmental planning, including at least three years of supervisory experience.

Education

Bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, environmental planning, housing, or a closely related field.

Masters degree in urban planning, regional planning, environmental planning, housing highly desirable; may be substituted for one year of experience.

License or Certificate

Possess and maintain an appropriate, valid California Driver's License.

SPECIAL REQUIREMENTS: *Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment; repetitive keyboarding; ability to attend night (evening) meetings; able to travel to various locations within and outside the City of Milpitas.

CITY OF MILPITAS
Planning and Neighborhood Services Director

Approved:

City Manager

Date

Human Resources Director