



Planning and Building Director

Qualifications

Reporting directly to the Town Manager, the Planning and Building Director will possess a minimum of six years of advanced planning experience in reviewing development applications, writing staff reports and making presentations, providing zoning administration, and interfacing with the public. Experience supervising other staff and consultants is desirable. This position requires a truly outstanding person who aspires to excellence in customer service, is a committed team player, has outstanding interpersonal and communication skills, and looks to continually improve services.

A Bachelor's Degree from an accredited college or university with major course work in urban or regional planning, environmental studies, architecture, engineering or a closely related field is required, as well as 6 years of increasingly responsible professional planning experience in a public agency with some supervisory experience.

Knowledge of:

- Zoning laws and comprehensive planning
- Building plan review and inspection
- Principles of supervision
- Methods and techniques of effective technical report preparation and presentation
- Statistical and research methods as applied to the collection, analysis and presentation of planning data
- Pertinent Federal, State, and local statutes, rules and regulations, including applicable environmental laws, and regulations
- Current office procedures, methods, and computer equipment and applications, including GIS

Ability to:

- Assume management responsibility for assigned services and activities of the Planning and Building Department including: current and advanced planning and zoning administration; building functions of plan review, permit issuance, and inspection; and code compliance.
- Supervise, motivate, train, develop, and evaluate department personnel.
- Enhance the effectiveness and efficiency of service delivery.
- Interpret, explain, and apply land use/development codes, regulations and procedures.

- Prepare, analyze, and make recommendations regarding highly complex and/or sensitive development/land use proposals or projects.
- Prepare and present staff reports on a regular basis to the Town Council and the Advisory Design Review Group.
- Compile information and prepare comprehensive planning reports and special studies, and research and prepare amendments and revisions to the General Plan, Zoning Ordinance, Subdivision Ordinance, CEQA Regulations and Guidelines, Building and Fire Codes, and other special purpose ordinances, policies, and regulations.
- Establish and maintain effective working relationships.
- Language skills necessary to communicate effectively verbally and in writing.
- Work evenings and occasional weekends as required.