



CITY OF BIG BEAR LAKE *California*

DIRECTOR OF PLANNING & INSPECTIONS

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, plans, organizes, and directs the operations of the City's Planning & Inspections Department. Provides highly responsible and complex support to the City Manager; serves as a member of the City's management team and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Director of Planning & Inspections**, is a management level position responsible for a wide variety of professional duties related to the municipal Planning & Building Inspections field.

SUPERVISION RECEIVED/EXERCISED:

Direction is received from the City Manager. Incumbent exercises direct supervision over lower level professional, technical and administrative staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Reviews development proposals and applications; including complex and/or controversial projects for compliance with appropriate regulations and policies, ensuring applications are processed in a timely and complete manner.
- Prepares and/or reviews environmental documents, including initial studies, negative declarations and environmental impact reports to ensure adherence with applicable environmental requirements.
- Reviews new development, construction, and land uses projects within the City for compliance with the provisions of current applicable State/Federal laws and City ordinances and regulations.
- Oversees the City's plan review operations to ensure they are performed allowing for appropriate modifications and corrections required for safe construction practices, conformance with the General Plan, City policies, accepted planning practices, and building code compliance.
- Ensures the Development Code, Housing Element, specific plans, and other development-related ordinances and policies are maintained and updated to reflect the General Plan, changes to State/Federal laws, and community values as directed by the City Council and Planning Commission.
- Researches applicable grant opportunities and prepares and/or oversees staff's preparation of required grant applications and monitors existing grant programs for compliance with the required regulations.
- Ensures the primary operations of the Planning & Inspections Department: such as application processing, permit issuance and inspection procedures are streamlined, to the extent possible, in an effort to promote effective customer service.



- Composes, prepares and analyzes staff reports and presentation materials; makes verbal and written presentations to community organizations, City staff, City Council, Planning Commission; and attends Development Review Committee, Planning Commission and/or City Council meetings, as needed.
- Ensures appropriate and effective communication is maintained with the Planning Commission to facilitate a collaborative and professional working relationship.
- Consultation is provided to architects, builders, attorneys, contractors, engineers, and the general public regarding the City's development policies and standards.
- Participates in the development of the Planning & Inspections Department's Budget and work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work product, method and procedures, ensuring the department's goals and objectives are met.
- Assists with the selection, orientation, motivation and evaluation programs for the planning and building inspections personnel; provides or coordinates staff training; plans and supervises the staffs' work assignments; identifies and resolves staff deficiencies.
- Establishes positive working relationships with representatives of community development focused organizations/stakeholders, state/local agencies and associations, City management, fellow staff, and the public.
- Responds to the more challenging departmental questions and concerns from the general public, business owners, contractors, developers, vendors, and outside agencies; provides information as appropriate and resolves public service or operational complaints; establishes and maintains a positive customer service orientation within the department.
- Performs other related duties as required and necessary for the successful performance of this position.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged or intermittent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily duties. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and using a computer keyboard in the performance of daily duties. Additionally, the position requires near and far vision in reading correspondence and using the computer, and acute hearing is required when providing phone and personal service. The ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. The employee will be required to travel to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The nature of the work may also require the incumbent to climb ladders and may expose employees to fumes or airborne particles. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.



QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities to successfully perform the essential duties of a **Director of Planning & Inspections**. A typical way of obtaining the required qualifications is to possess six (6) years of increasingly responsible professional experience involving municipal Planning and/or municipal community development related activities which has included urban/regional planning, building and/or community development related functions, (4) years supervisory experience; and a bachelor's degree from an accredited college or university, with major course work in urban or regional planning, engineering, public administration or a closely related field.

License/Certificate:

Certification by the American Institute of Certified Planners (AICP) is highly desirable. In addition to the possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles, practices and trends related to urban planning and community development; applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to the administration of planning, zoning and building inspections programs and projects; legal requirement relating to land use; principles of contract administration, negotiation and service evaluation; organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs; principles and practices of personnel administration, supervision, evaluation and training; principles of departmental budget preparation and control; standard office practices, methods, and equipment usage, including a computer, and applicable software; methods and techniques for record keeping, report preparation and technical writing; occupational hazards and standard safety practices.

Ability to:

Effectively administer assigned programs and perform both complex and routine assignments with accuracy; understand, interpret and explain laws, regulations, policies, practices and procedures; analyze information, draw valid conclusions, identify inconsistencies and errors and recommend appropriate solutions; establish and maintain cooperative working relationships with management, staff, other governmental agencies, local organizations, community stakeholders, and the public; effectively manage, provide leadership, coordinate, train and evaluate the work of professional, technical and administrative personnel; communicate effectively, both orally and in writing; prepare verbal presentation and written reports, conduct effective meetings; work independently and as part of a team; promote a strong customer service ideal focused first and foremost on meeting customer needs; deal constructively with conflict and develop effective resolutions; exercise sound judgement within established guidelines; work well under pressure, be well organized, be proactive, be flexible and cooperative; discreet and able to maintain confidentiality on appropriate issues.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications. Safely and effectively operate tools and equipment used in the building inspection trade. Operate a motor vehicle safely.