

**City of Sebastopol  
Job Description**

**Job Title:** Planning Director  
**Division:** Management  
**Department:** Planning  
**Location:** Corp. Yard  
**Shift:** As Required  
**Reports To:** City Manager  
**Prepared By:** R. Puccinelli  
**Approved By:** City Council  
**Approved Date:** 02/07/2006  
**FLSA Status:** Exempt

**SUMMARY**

Under direction of City Manager, to review proposals for construction and development within City of Sebastopol; to coordinate with other city departments; review and prepare recommendations to Planning Commission on development proposals; serve as official secretary and officer of Planning Commission and to do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Advises public and applicants on planning and related city regulations; works cooperatively with other city staff members; advises on design review; assists and attends Planning Commission meetings; prepares agendas and reports for the Planning Commission; supervises staffing of the Design Review Board and Tree Board; provides staffing for special and temporary committees; assists Community Development Agency Executive Director in addressing affordable housing redevelopment and other Agency objectives and legal requirements; plans and implements park capital improvement projects; supervises City compliance with California Environmental Quality Act and related state and federal regulations; works with other staff members who are part of City staff including City Engineer, Building Inspector, Fire Chief, Police Chief, Engineering Director, and Finance Director; prepares area studies and other special studies; represents City to outside agencies; prepares and manages departmental budget; performs other tasks as directed by the City Manager.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises employees in the Planning Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree (B. A.) from four-year college or university; and three years related experience; or equivalent combination of education and experience in planning, environmental studies, geography or related field of which at least two years in a supervisory capacity.

Extensive knowledge of the principles, theories, legal requirements, and methodologies of City Planning and functioning of City Government is essential.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to apply algebraic and geometric functions to planning problems.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of valid California Driver's license.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Ability to attend regular evening meetings and some weekend meetings is required.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually quiet.