



## Director of General Plan Administration

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### Summary

Coordinate the formulation of goals, objectives, implementation of programs and activities of one or more departments/divisions such as Watershed and Water Resources, Community Development, Public Works, Parks and Recreation, Police, Fire and General Plan Department Administration, and aid the City Manager in formulating and administering organization policies for development and implementation of the General Plan by performing the following duties personally or through subordinates.

### Class Characteristics

Administrative direction is provided by the City Manager; responsibilities include the direct and indirect supervision of management, technical, and support services personnel.

### Essential Duties, Skills, and Demands of the Position

*The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.*

#### Duties:

Provide management leadership to the department while supporting City Manager, City Council, and community goals, toward the preparation and implementation of the General Plan and related documents.

Provide management leadership for a variety of special projects on behalf of the City Manager. Projects may include site acquisitions, liaison to County and/or regulatory agencies, management or assistance for redevelopment or public projects relating to City Council goals or General Plan implementation.

Assess departmental needs and further develop and support management team and work programs.

Support General Plan actions and facilitate public input and participation in preparing water resource, transportation and sustainability elements, as well as the entire General Plan process.

Provide management leadership for the preparation of public works and capital improvement programs with financing mechanisms in compliance with the General Plan and related documents.

Establish and review service levels, maintenance, and monitoring programs, establishing performance measurements with personnel requirements and costs for the implementation of Council and community goals.

Provide management leadership for the yearly and on-going monitoring of implementation of the General Plan. Responsible for the managing of early department reports on the progress of implementing the General Plan for the City Manager, City Council, and community.

Pursue grant and/or legislative funding for implementation of General Plan and other capital improvement and community enhancement projects.

Serve as member of management committees on special studies.

Perform related duties as assigned.

Skills/Abilities:

Read, analyze, and interpret common professional and technical journals, maps and plans, financial reports, and legal documents.

Respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.

Write effective reports and explain complex General Plan issues and ideas in a manner that is understandable to those with little or no planning background.

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

Present information to the Petaluma Community Development, Commission/City Council, senior management, public groups, and other governmental agencies.

Use applicable computer software programs proficiently such as Microsoft Office.

Apply mathematical operations to simple equations, charts, and graphs to provide statistical data on demographic information.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

An employee is regularly required to sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; analyze community service, budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve community service issues; remember personnel rules, legal and code requirements; and explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees and the public.

**Qualifications**

Knowledge of:

Principles and practices of public administration, including finance, budgeting and accounting; residential construction, rehabilitation, and financing; laws regulating the administration of City government.

Principles and practices of comprehensive urban planning, housing, redevelopment, and building code enforcement; policy development processes and implementation approaches; economics and statistics.

Principles and practices of methods and techniques used for planning studies, organizational and community participation development; federal, state, and local regulatory requirements; and current developments and information.

Research methods and sources of information related to urban growth and development.

Statute relating to general plans, environmental matters, zoning and land divisions.

Principles and practices of organization administration and personnel management.

Education and Experience:

*Any combination equivalent to education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

Education:

A Bachelor's degree with major work in planning, public administration, or related field. A Master's degree is highly desirable.

Experience:

Five to ten years related experience and/or training; or equivalent combination of education and experience. A minimum of eight years in an administrative or supervisory capacity is required.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Established: 07/10/00

Resolution #:

Revised: 06/30/06

Department: General Plan

FLSA Status: Exempt