

City of Mill Valley

Planning and Building Director

SUMMARY

Manages and directs the Planning and Building Department including current planning, advanced planning, building inspection, and code enforcement.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Provides leadership and direction in the development of short and long-range plans.
- Gathers, interprets, and prepares data for studies, reports, and recommendations. Coordinates department activities with other departments and agencies.
- Provides professional planning and land use advice to boards, commissions, civic groups and the general public.
- Communicates official plans, policies and procedures to staff and the general public.
- Leads, promotes and articulates a commitment to excellent customer service
- Assures that assigned areas of responsibility are performed within budget.
- Supervises the development and implementation of growth management and land use to meet the City's needs and governmental agreements or requirements.
- Evaluates land use proposals to insure compliance with applicable City, State and Federal Laws.
- Ensures the maintenance of accurate and complete records related to licenses, permits, maps, blueprints etc.
- Responds to local citizens queries about city planning and zoning regulations and ordinances. Resolves complex disputes between planners, applicants and the City.
- Assists City staff in the enforcement of local ordinances and in interpreting City codes and master plan.
- Assists in the design of parks, recreation facilities and other City projects.
- Performs related duties as required.
- Serve as the Zoning Administrator.
- Prepare and present the department budget.
- Supervises the employment and training of departmental personnel.
- Have a sense of humor.

KNOWLEDGE OF:

- Zoning laws and comprehensive planning.
- Building inspection.
- Planning programs and processes.
- Personnel Computers and related software.
- GIS applications.
- Principles of supervision.
- Research methods and sources of information related to urban growth & development.

ABILITY TO:

- Supervise a cadre of professionals and paraprofessionals.
- Communicate effectively, verbally and in writing.
- Establish and maintain effective working relationships.
- Develop and maintain policies and programs.
- Provide technical advice and assistance.
- Embrace and effectively implement new ideas.
- Build consensus and provide a positive example.
- Embrace and effectively implement new ideas and a genuine interest in the community
- Think strategically

EDUCATION and/or EXPERIENCE:

Equivalent to graduation from an accredited four year college or university with a degree in land use planning, urban planning, landscape architecture or closely related field. A Master's degree or other advanced degrees are desirable. Current certification by the American Institute of Certified Planners (AICP) is desirable. Six years of experience in municipal planning including at least three years in a management capacity.

Valid drivers 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 regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

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 regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

Prepared Date: March 2008

Revised Date: December 2008

Revised Date: August 2014