

PLANNING AND PUBLIC WORKS AGENCY DIRECTOR

DEFINITION

This Agency Director position is responsible for the direction and administration of the functions of public works, planning, development, building inspection and building services; and to serve as the County's Planning Director as established in County Code Section 2.36.03.

DISTINGUISHING CHARACTERISTICS

The Planning and Public Works Agency, combines several inter-related functions under centralized administration. These functions include, but are not limited to, transportation/transit, solid waste, flood control, airports, roads, bridges, surveyor, engineer, service center, special districts and public works, planning, economic development, resource development, LAFCO, land use, building inspection, building services, capital projects and parks and recreation.

Organizationally, the Agency consists of eleven major Divisions (Roads/Bridges, Airports, Transportation/Transit, Solid Waste, Flood Control, Surveyor/Engineer, Public Works ISF, Service Center, Planning and Development, Building Inspection and Facilities.

Within this framework, the Director will be responsible for organizational development and formulating broad objectives and policies that carry out the mission of the agency, reporting to the Board of Supervisors, and providing administrative direction to the Department Heads regarding the operations of their respective Departments.

In the Director's absence all duties shall be delegated to the Chief Deputy Director.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Supervisors; through subordinate management and supervisory staff, provides general direction, guidance and direct supervision, as necessary, to accomplish the goals of the Agency, exercises administrative direction over the department heads, managers, professional, technical and clerical staff within the Agency.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Receives direction from the Board of Supervisors regarding broad policy development.

Planning and Public Works Agency Director
New 01/01/05
Rev.- 01/01/05
Rev.- 02/12/06
Rev.- 01/01/07
Rev.- 07/01/07
Rev.- 01/01/08

Res. #2004-121
Res. #2005-003
Res. #2006- 6
Res. #2006- 93
Res. #2006- 93
Res. #2007- 03

Establishes and evaluates goals, programs, policies and procedures of the Agency.

Communicates and interprets the goals, programs, policies and procedures to staff, the public, other County departments and agencies, and state and local agencies.

Serves, or may delegate to staff to serve, on boards and commissions when so designated.

Makes recommendations to LAFCO, the Board of Supervisors and the Economic Development Corporation Board on policy matters pertaining to planning and economic development services.

Maintains knowledge of changes in directives, policies, statutes and regulations that affect operations and makes suggestions on proposed legislation and regulations concerning the Agency.

Represents the Agency in meetings with the Board of Supervisors and other County Agencies and Departments, state and local agencies, and the public.

Confers with the Board of Supervisors on resolution of operational issues; advises and directs subordinate managers in the resolution of operational issues to increase efficiency and ensure compliance with Agency policy.

Directs the preparation and maintenance and ensures legal compliance of the County's General Plan.

Directs the processing, maintenance and disposal or destruction of all records, reports and other documents of the Agency.

Directs the Agency in initiating and maintaining cooperative working relationships with other County agencies and departments.

Is responsible for the interviewing, selection, development, evaluation and discipline of Agency employees.

Prepares or directs the preparation of reports, memos, correspondence, studies, research or special projects.

Plans, directs and oversees implementation of the land use planning program.

Plans, directs and oversees the Glenn County Economic Development program.

Oversees preparation, justification and monitoring of the Agency budget.

Presents the Agency's budget to the Board of Supervisors.

May serve as secretary to the Planning Commission, and/or other boards and commissions when so designated.

May serve as the LAFCO Executive Officer.

Responds to and resolves difficult, sensitive and/or problematic citizen, client or community complaints or inquiries.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and local laws, codes and regulations.

Planning, development, land use, public works, and resource management functions at the County level.

Principles and practices of organization and management, administration and personnel management.

Principles and practices of budget preparation and administration.

Principles and practices of supervision and performance evaluation.

English usage, spelling, grammar and punctuation.

Advanced mathematics, including statistical analysis, algebra and geometry.

Modern office practices and technology, including computers.

Ability to:

Understand, interpret and apply pertinent laws, codes and regulations.

Effectively administer a variety of public works and development services activities.

Plan, organize and manage projects and personnel.

Manage time effectively.

Demonstrate critical and analytical thinking.

Act with a high degree of maturity, integrity and good judgment.

Identify and respond to public and Board of Supervisors' issues and concerns.

Prepare and administer budgets.

Perform required mathematical computations with accuracy.

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

Communicate clearly and concisely, both orally and in writing.

Gain cooperation through discussion and persuasion.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of recent local government experience in a high-level management capacity in a planning, or resource planning and development department, public works and engineering experience, or in other administrative assignments which would provide equivalent experience.

Training:

Bachelor's degree from an accredited college or university with major course work in planning, community, civil engineering, or economic development, or related field.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Classification Code:	0586000
Bargaining Unit:	04
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"