



**City of Casa Grande**

### **Planning & Development Director**

**GENERAL PURPOSE:** Under administrative direction, manages Planning & Development Department's activities and employees, including City planning, inspections, code enforcement, and housing programs.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides leadership, direction and guidance in Planning & Development Department strategies and priorities; evaluates City needs, and determines department goals.
- Plans, coordinates, and directs the department operations; coordinates department operations within the City, and assures program objectives and standards are defined, attained, communicated, and congruent with the overall goals of the City.
- Serves as the principal advisor to the City on department programs; develops and directs plans to meet City goals and objectives; interprets concerns, defines desired results, develops solutions, determines scope and priorities of programs and special projects.
- Directs the daily activities of the department staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance; analyzes trends and implements staffing adjustments and personnel assignments.
- Meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities; monitors operations to identify and resolve problems.
- Evaluates department operations and activities, and recommends changes and improvements to existing programs, priorities, policies and procedures, and fee structure.
- Analyzes trends, and evaluates department program requirements and resource utilization; coordinates strategies to integrate services with other programs, departments and agencies.
- Monitors budgets and expenditures; prepares summary and operations reports.
- Develops cooperative professional relationships with local developers and contractors.
- Monitors and reviews trends in planning and development programs, and recommends operational and policy improvements; assures that appropriate services are provided.
- Represents the department programs with citizens' groups, advisory boards and commissions.
- Interprets and explains department policies, procedures, rules and regulations.
- Performs other duties as assigned or required.

**SUPERVISION EXERCISED:** Managers, professional and administrative staff.

**JOB DESCRIPTION**  
**PlanningDevelopmentDirector.doc**

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Bachelor's degree in Planning or related field, and five (5) year's experience in the management of public sector planning and development programs, including at least two (2) years of supervisory experience; OR an equivalent combination of education and experience.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of City organization, operations, policies and procedures.
- Knowledge of the principles, practices and procedures of community planning, community development, zoning regulation, code enforcement, and environmental protection.
- Knowledge of Federal, State and local laws, rules and regulations affecting planning, zoning, code enforcement, community development and community housing rehabilitation.
- Knowledge of techniques and practices for effective, efficient and cost effective management of allocated resources.
- Knowledge of the duties, powers, authorities and limitations of a City department director.
- Knowledge of pertinent City, county, state and Federal laws, regulations and ordinances.
  
- Skill in analyzing planning and development issues, evaluating alternatives, and making logical recommendations based on findings.
- Skill in assessing City needs and developing and promoting effective solutions.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other development agencies and the general public.
- Skill in oral and written communication and data collection, analysis and presentation.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in interpreting, explaining and applying planning and development laws and regulations.

**Special Requirements:** Valid State of Arizona Driver's license.

**Physical Demands / Work Environment:** Standard office environment.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*