

ASSISTANT DIRECTOR OF PLANNING

NATURE OF WORK

This is highly responsible administrative and supervisory work assisting in the overall activity and administrative functions of the Planning Department.

Work involves responsibility for coordinating the functions of the development services and building services sections of the department. Work includes determining and implementing departmental goals and objectives as related to the above areas, and significant interaction and coordination with other City departments, agencies, community groups and organizations, elected officials, and the development and building community. The employee in this class exercises considerable independent judgment and initiative in reviewing, developing, and implementing departmental programs and policies. Work is performed under the general supervision of the Director of Planning with work being reviewed in the form of meetings, reports, and review of goals achieved. Supervision is exercised over professional, supervisory, technical and clerical employees.

EXAMPLES OF WORK PERFORMED

Oversees development and building services operations, including development and plan reviews, permitting, and zoning and building application evaluations.

Directs the work of inspection staff involved in the building permit process and enforcement for the housing, plumbing, mechanical, plumbing, and electrical trades.

Conducts interviews and makes hiring decisions for staff; assigns tasks, monitors progress and evaluates the performance of employees by completing regular performance reviews.

Coordinates workflows, supports updates to plan and permit review systems, and oversees building code revisions.

Represents the department before municipal boards and committees, including City Council; serves as the department's representative at community functions, events, and on various committees.

Provides staff support to the Lincoln-Lancaster County Planning Commission and respective skilled trade committees and working groups.

Acts for the Director of Planning in their absence.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles of management and organization of planning and development services departments.

Considerable knowledge of the areas of housing development, commercial development, zoning administration, and code enforcement.

Considerable knowledge of and experience with customer service in the administration of municipal planning and development services.

Considerable knowledge of local, state, and federal laws and ordinances that apply to planning and development.

Knowledge of the principles of staff development and training.

Ability to communicate effectively both orally and in writing.

Ability to maintain effective working relationships with community leaders, municipal officials, coworkers, subordinate staff and the public.

Ability to prepare budget requests and monitor expenditures.

Ability to coordinate, assign, and evaluate the work of subordinate staff.

Ability to analyze problems and situations and to present appropriate facts and recommendations concisely in written or oral form.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in urban planning, public administration, architecture, engineering, business administration or related field plus six years of experience supervising planning, development, and building services programs; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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