

RESOLUTION R13-25

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALOS VERDES
ESTATES ESTABLISHING THE CLASSIFICATION OF
PLANNING AND BUILDING DIRECTOR**

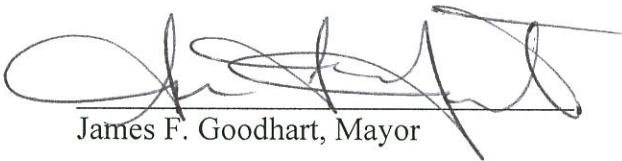
**THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA,
DOES HEREBY RESOLVE AS FOLLOWS:**

Section 1. Establishing the classification of "Planning and Building Director" as part of the Executive Management group. The job specifications for this classification shall be described in the job description attached to this resolution (Exhibit A). A person holding a position in this classification shall be compensated within the following monthly salary range:

\$9,596 - \$12,601

Section 2. The City Clerk's office shall certify to the passage and adoption of Resolution R13-25 and enter it into the book of original resolutions.

PASSED APPROVED AND ADOPTED on this 24th day of September, 2013.




James F. Goodhart, Mayor

ATTEST:



Vickie Kroneberger, Deputy City Clerk

APPROVED AS TO FORM:



DAVID KING
FOR
Christi Hogin, City Attorney

EXHIBIT A

R13-25

CITY OF PALOS VERDES ESTATES JOB DESCRIPTION

JOB TITLE: PLANNING AND BUILDING DIRECTOR

Department: Planning Department

FLSA Status: Exempt

Designation: Executive Management

Definition

The Planning and Building Director, working under direction of the City Manager, plans, coordinates, manages and oversees the activities, operations, staff and contracts of the Planning and Building Department, including planning, building, inspection and code enforcement, department budget and administration and technical oversight. Serves as staff liaison to the City's Planning Commission and Parklands Committee. Provides highly responsible and complex professional assistance to the City Manager, community relations, contract management and others in areas of expertise. May provide direct supervision to subordinate level technical, clerical and contract staff.

Duties

The Planning and Building Director performs the following duties which may include, but are not limited to:

- Assumes full management and technical responsibility for all services and activities within the Planning department including, but not limited to, current and long-range planning, zoning development, environmental review, building inspection, code enforcement and other related activities.
- Manages and participates in the development and implementation of organization and departmental goals, objectives, and priorities for assigned service area; recommends and administers policies and procedures to be used in conjunction with zoning and planning laws, subdivision ordinance and other related ordinance and public notices.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approval of expenditures; directs the preparing and implementation of budgetary adjustments.
- Provides oversight and management over professional consulting services contracts.
- Oversees and participates in the review and management of the Capital Improvement Plan, ensuring consistency with the City's General Plan.
- Directs and participates in the processing of major projects such as General Plan amendments, re-zonings, etc.
- Oversees the processing, review and scheduling of development applications submitted to

- City; ensures result is a thorough, comprehensive project analysis consistent with all City codes and ordinances; ensures implementation of the City's General Plan and City Council policy decisions.
- Develops, maintains, studies, updates, implements, and interprets the City's General Plan, Zoning Ordinance, State Subdivision Map Act, area plans, environmental impact reports, capital improvement plans, California Environmental Quality Act (CEQA), Palos Verdes Homes Association restrictions and guidelines and related City codes, ordinances and policies affecting and/or related to planning and land use issues.
 - Attends meetings of Planning Commission, Parklands Committee, City Council and other related meetings as required; provides staff support, reports and presentations, technical direction and guidance to the Planning Commission, Parklands Committee, and City Council including the development of all City planning programs; investigates and reports on matters requiring Commission/Committee/Council action.
 - Attends and participates in professional group meetings; stays abreast of new trends and innovation in the field of Planning.
 - Monitors changes in laws, regulations and technology that may affect City or department operations; implements policy and procedural changes as required.
 - Maintains and directs the maintenance of departmental files.
 - Works collaboratively with public and responds to and resolves difficult and sensitive citizen inquiries and complaints.
 - May provide oversight over public works department and projects.
 - Plans, directs, supervises and assigns work to assigned support staff.
 - Evaluates current practices and policies and recommends appropriate changes and updates.
 - Prepares public information on practices and policies.
 - Prepares and presents staff reports and other necessary correspondence.
 - Performs related work as needed.

Qualifications

Knowledge and Abilities:

- Principles, practices and legislative requirements related to administering a planning and building department, including general plan development and administration, land-use planning, zoning, coastal use, environmental impact reports and administration, other environmental laws, building codes, and related matters.
- Applicable Federal, State and local laws, codes, regulations including California Planning Law, the Subdivision Map Act and the California Environmental Quality Act (CEQA)
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs; principles and practices of municipal government administration.
- Principles and procedures pertaining to site planning, architectural review and design.

- Advanced principles and practices of municipal budget preparation and administration. Prepare and administer large and complex budgets; allocating limited resources in a cost-effective manner.
- Techniques for effectively representing the City in contacts with governmental agencies, community and business groups, the public, professional, regulatory and legislative organizations.
- Methods and techniques for writing and presenting, contract negotiations, business correspondence, information distribution; research and reporting methods, techniques, and procedures.
- Techniques for dealing effectively with the public, vendors, contractors and City staff in person, writing, and over the telephone.
- Provides administration and professional leadership and direction for the Planning and Building department including the planning, organizing, directing and coordinating the work of management, supervisory, professional, technical and contract personnel; delegate authority and responsibility.
- Develop, implement and administer goals, objectives and procedures, work standards and internal controls for department and assigned program areas.
- Provide courteous and responsive communication to the public.
- Evaluate operations and problems; recommend and implement efficiency and productivity in improvements.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations effectively administer a variety of City programs and administrative activities.
- Establish and maintain effective working relationship with staff, City Council, commissions/committees, other agencies community groups and individual citizens.
- Resolve complicated situations requiring diplomacy and tact.
- Attend meetings outside of regular working hours.
- Work under pressure with strict deadlines.
- Make independent decisions.
- Exercise confidentiality.
- Follow oral and written instructions.
- Read, interpret and apply policies, procedures, rules and regulations.
- Modern office procedures and methods including computer equipment, word processing, spreadsheet, database, graphic presentations and other needed specialized software applications, and internet and electronic communication
- Type 60 wpm with accurate spelling and grammar.
- Operate standard office equipment.
- Safe work and driving principles and practices.

Experience and Education:

Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills and abilities to perform the job. To include:

- Graduation from a four-year college or university with major course work in urban or regional planning, geography, public or business administration, or a related field. Master's degree in related fields is highly desirable.
- Seven years of responsible planning and building experience including three years of management and supervisory experience.
- Possession of, or ability to obtain, a valid California Driver's license.
- Certification by the American Institute of City Planners (AICP) or related organization is highly desirable.

Physical Requirements:

Moderate; Typical office setting with prolong periods of sitting; may require some driving to different locations. General use of standard office equipment, including a computer and computer screen for extended periods of time. Intermittently twist to reach office equipment; bend, squat and kneel when filing; walk and stand when operating office equipment; write or use a keyboard to communicate through written means; hear and talk with the public; file papers and reports. May lift, load, push, or pull up to 25 pounds. Ability to hear and speak to communicate in person or over the telephone. Must be able to handle stressful situations.

The City of Palos Verdes Estates is an Equal Opportunity Employer. This job description includes a list of ADA essential job duties performed by the classification. Duties cannot include, and are not intended to include, every possible task performed by each individual employee assigned in this classification. Palos Verdes Estates will provide reasonable accommodations to qualified individuals with disabilities, in compliance with the Americans with Disabilities Act, and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

This position is required to annually complete and file the California State Form 700 (Statement of Economic Interest Disclosure).

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

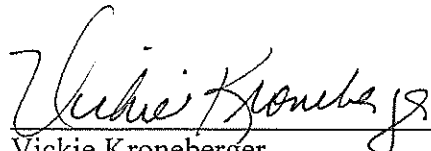
I, Vickie Kroneberger, Executive Assistant/Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R13-25** was duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates at its regular meeting of the City Council on the 24th day of September, 2013, by the following vote:

AYES: COUNCILMEMBERS: Goodhart, Perkins, Humphrey, Rea, Bird

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

RECUSED: COUNCILMEMBER: None



Vickie Kroneberger,
Executive Assistant/Deputy City Clerk