



City of Tempe

DEPUTY COMMUNITY DEVELOPMENT DIRECTOR - PLANNING

JOB CLASSIFICATION INFORMATION				
<i>Job Code:</i>	031		<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Development		<i>Salary / Hourly Minimum:</i>	\$105,749
<i>Supervision Level:</i>	Deputy Director		<i>Salary / Hourly Maximum:</i>	\$142,761
<i>Employee Group:</i>	SMT		<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified		<i>Market Group:</i>	Deputy City Manager
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i>	Officials and Administrators

DISTINGUISHING CHARACTERISTICS

The role of the Deputy Community Development Director - Planning is to administer and oversee the City's activities in current planning and design review, long range planning, architecture and modeling, code enforcement, and special projects.

The Deputy Community Development Director - Planning is expected to work in close partnership with the Deputy Community Development Director – Building Safety and Permits, and the Economic Development Manager and other area managers in the City.

The Deputy Community Development Director - Planning develops and promotes a relationship with the general public; City Council; boards and commissions; various employee groups, other City departments; various constituents, and other municipalities.

REPORTING RELATIONSHIPS

Receives general direction from the Community Development Director and the City Manager's Office.
Exercises administrative supervision over professional, technical, and clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of increasingly responsible professional experience in current /urban and long range planning including three years of administrative and supervisory responsibility in planning, zoning, or a directly related to the core functions of this position.
<i>Education:</i>	A Bachelor's degree from an accredited college or university with major course work in urban/transportation planning, architecture, civil engineering, and/or a degree related to the core functions of this position. A Master's degree is preferred.

<i>License / Certification:</i>	Possession of registration as a professional architect in the State of Arizona, and/or American Institute of Certified Planners (AICP) certification, or equivalent professional certification is desired.
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ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values, be responsible for the day-to-day operations of the Planning Division of the Community Development Department, provide direction to staff within the Planning Division as well as complex administrative support to the Community Development Director.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Facilitate provision of the highest level of quality customer service possible for Department and Division customers. Ensure that internal and external customers are provided value-added services in the most courteous, friendly and facilitatory manner possible.
- Lead the Planning Division in the development and implementation of customer oriented planning processes that ensure high-quality development projects, neighborhood preservation, and consistency with City policy.
- Administer, plan, and direct the activities of the Current Planning and Design Review, Long Range Planning, Architecture and Modeling, Code Enforcement and Special sections.
- Develop, plan, implement, and manage the Division's goals, objectives, and work plan; recommend, administer, review and update administrative practices, procedures and policies; assign work activities, projects and programs; monitor workflows; with input of divisional staff, review and evaluate work products, methods and procedures.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct and review performance evaluations; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations; counsel employees to help correct deficiencies; solicit meaningful feedback from Division employees on policies and procedures; implement discipline and termination procedures when necessary.
- Advise, consult, and provide information to the Community Development Director regarding the compliance and enforcement of public and private development through innovative planning, building, zoning and enforcement processes and policies.

- Manage the development and administration of the Division budget; forecast needed staffing, equipment, materials and supplies; monitor and approve expenditures; implement same-year adjustments.
- Coordinate Division activities with those of citizens, other departments, outside agencies, neighborhood organizations, and the development community; provide staff assistance to the Community Development Director, City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Respond to and resolve difficult and sensitive inquiries, complaints and requests for services from citizens, developers, architects, engineers, applicants, clients and property owners in an open and creative manner. Communicate and provide information to the public regarding private and public development, planning, and code enforcement matters through correspondence, interviews, and telephone calls.
- Participate on a variety of boards, commissions, and planning committees; present information and recommendations on projects, programs, and documents of a specialized nature in a variety of meetings; attend and participate in professional groups and committees.
- Direct the preparation of revisions and new provisions to update the ordinances enforced by the Division. Provide interpretations and advise staff on private development issues and divisional operations. Recommend and administer department and/or Division policies and procedures.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Collaborate with engineers, developers, architects, attorneys, property owners, consultants, a variety of agencies and the general public in acquiring information and coordinating planning, zoning and building safety matters; provide information regarding City development requirements.
- Analyze, develop and present recommendations on complex development and zoning proposals; provide technical expertise through the review of plans and development applications and in the formulation of recommendations to various boards, commissions, and the City Council
- Manage the preparation of special reports, development analysis, and plans by professional staff and/or outside consultants.
- Have a strong commitment to value diversity in the Department and the City.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn

Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective September 2005</i> <i>Revised June 2010 (dept. consolidation/reorg; job title, reporting relationship, duties and MQs)</i> <i>Revised Dec 2010 (Title change)</i> <i>Revised March 2014 (Essential Functions deletions)</i></p>