

PLANNING DIRECTOR/ASSISTANT CITY MANAGER - 1590

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex professional and difficult administrative work based on the general direction and policy of the City Council and City Manager, directs and coordinates all planning and economic development functions, programs and activities; does related work as required. Work is performed under general direction and supervision of the City Manager.. Supervision is exercised over all personnel in the absence of the City Manager.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, directing, coordinating and supervising planning and economic development programs, services, staff and functions; coordinating work with City Manager and department directors; directing staff and providing technical resource support to the City Manager, City Council, Planning Commission and other boards and commissions as assigned.

Plans, organizes, and directs all planning and economic development activities.

Supervises, directs and evaluates assigned staff, handling employee concerns and problems, assigns work, counsels and recommends disciplinary and other personnel actions and prepares non-routine work programs;

Supervises professional, technical and/or clerical support staff engaged in providing administrative, planning and analytical support to the City Manager, City Council, Planning Commission and other commissions and committees;

Provides advice and counsel to the City Manager on a variety of policy and procedural matters related to the effective administration of City government and services

Facilitates and coordinates multi-departmental issues, projects, and concerns to ensure a comprehensive approach to managing City programs and services in the most effective and efficient way

Ensures adequate internal communication formal and otherwise with the City Manager and other operating departments to avoid conflicts and to ensure the effectiveness of City services and programs

Assist the City Manager and directors of operating departments in a variety of areas to achieve City Council goals and priorities;

Assist the management team in the formulation of the City's capital improvement plan

Coordinates local and regional transportation planning activities for the City. Serves as staff to City Manager who is TCC representative and serves in his absence or at his direction.

Serves as City representative on Unifour Air Quality Technical Committee

Serves as City ex-officio member of Downtown Newton Development Association

Serves as City Floodplain Administrator, City Storm water Administrator, and ADA Coordinator;

Chairs the Subdivision Review Board

Prepares and presents a variety of technical reports to boards, commissions, and committees; responds to questions;

Provides response and resolution to citizen complaints and assures customer service

Coordinates all aspects of economic development by serving as the City's liaison with the County EDC, the State Dept. of Commerce and facilitates interaction with business and industry representatives concerning new location of new industries, retention and/or expansion of existing industries; negotiates with private sector representatives regarding City requirements and incentives;

Prepares department budget and monitors expenditures;

Acts as City Manager as required;

Maintains reasonable and predictable attendance;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles and practices of urban planning and public administration; comprehensive knowledge of economic development, municipal finance, and sociology; general knowledge of the principles and practices of civil and environmental engineering as they relate to municipal planning; ability to interpret and analyze a variety of administrative and planning related problems and to prepare and present technical oral and written reports and recommendations as to solutions; ability to establish and maintain effective working relationships with the City Manager, City Council, Planning Commission, associates, government officials, other agencies and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning and/or public administration and extensive experience in professional planning. Master's degree preferred.

SPECIAL REQUIREMENTS:

AICP membership preferred.