



## Town of Hillsborough Position Description Director of Planning and Building

Department: Planning and Building  
FLSA Status: Exempt, Executive

Bargaining Unit: Unrepresented  
Revision Date: 10/04/06

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### **GENERAL PURPOSE**

Under general direction of the City Manager, serves as an integral part of the management team and performs a variety of leadership, supervisory, administrative and technical work in the Planning and Building Department, including overseeing the permitting and inspection process, the design review and planning process and other activities related to the physical development of the Town.

### **SUPERVISION RECEIVED AND EXERCISED**

Direction is provided by the City Manager. Direct and indirect supervision over professional, technical and office personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

An incumbent in this position typically performs but is not limited to the duties noted below on a regular basis:

- Provides exceptional customer service; enables staff to perform assigned responsibilities; plans organizes, monitors, supervises, coordinates and participates in the Town's development processes;
- Oversees, motivates and evaluates personnel; provides or coordinates staff training, schedules staff, assigns and monitors support tasks.
- Negotiates, coordinates and manages professional contracts;
- Resolves complex and sensitive customer issues;
- Develops and implements studies, reports, recommendations, programs and services that are responsive to the community;
- Provides technical assistance and makes presentations to City Council, boards, civic groups, committees, property owners, the general public, the City Manager and other staff;
- Provides staff support to the Architecture and Design Review Board;
- Prepares and evaluates environmental assessment information;
- Provides technical information on codes, processes and guidelines to property owners, contractors, developers, architects, engineers, other Town staff and the general public;
- Develops and recommends amendments and revisions to the Design Guidelines, General Plan, Municipal Code, and permitting/project approval process;
- Ensures the preparation of budgets and the effective use of budgeted funds;
- Oversees all functions of the department, including applications, fee assessment and collection, plan review, design review approvals and permit issuance, inspection and occupancy;
- Analyzes, interprets and explains codes, laws and departmental policies and procedures;
- Assures uniform interpretation of, consistent enforcement of, and compliance with codes.
- Serves as a member of Town staff committees, provides staff assistance to City Council committees and other groups and represents the Town at meetings and conferences;

### **DESIRED MINIMUM QUALIFICATIONS**

Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture or a closely related field, and five (5) years progressively responsible experience in municipal planning with at least two (2) years in a supervisory capacity; or any equivalent combination of education and experience, additional education substituting on a year-for-year basis for the

required experience. A Master's degree and AICP certification is highly desirable. Candidates should have excellent leadership, teambuilding, and communication and interpersonal skills; have a proven ability to effectively solve problems and communicate verbally and in writing, a thorough knowledge of zoning laws and comprehensive plans; extensive knowledge of planning programs and processes; a working knowledge of computer programs; and an ability to establish and maintain effective working relationships.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting. Some outdoor work is required to inspect various sites for which development is proposed. A valid California driver's license is required. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, depth perception and the ability to adjust focus.

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_