



CITY OF LAGUNA WOODS JOB CLASSIFICATION

JOB TITLE: **PLANNING & ENVIRONMENTAL SERVICES
DIRECTOR**

STATUS: **EXEMPT AND AT-WILL**

DEFINITION:

Under general supervision, the Planning & Environmental Services Director plans, organizes, directs, coordinates, manages, and oversees the operations and activities of the Planning & Environmental Services Department (“Department”) including, but not limited to, the following service areas: planning, building, economic development, code enforcement, resource conservation, water quality (stormwater), and waste and recycling. The Planning & Environmental Services Director also provides responsible and complex professional support to the City Manager.

SUPERVISION RECEIVED:

Employees are expected to apply well-developed program knowledge and skill to their exercise of independent discretion and judgment. Employees may only receive periodic instruction or assistance as new and unusual situations arise. Work is typically reviewed upon completion and, primarily, for overall outcomes.

ESSENTIAL DUTIES:

The duties assigned include, but are not limited to, all or a variety of, the following:

- Serve as the head of the Department and plan, organize, direct, coordinate, manage, and oversee Department operations and activities, including planning, building, economic development, code enforcement, resource conservation, water quality (stormwater), and waste and recycling.
- Develop, administer, implement, and monitor Department budgets and work plans, including continuously monitoring and responding to changing conditions.
- Ensure that Department operations and activities are implemented in accordance

with established goals, objectives, budgets, work plans, regulations, and policies.

- Ensure compliance with local, state, and federal laws; and, regulations that apply to assigned duties, as well as with applicable City policies, contractual agreements, grant agreements, deadlines, and other obligations.
- Perform administrative, analytical, professional, and technical duties to support or relieve subordinate employees or meet Department demands.
- Negotiate, develop, and administer contractual agreements with public and private parties, including participation in and implementation of solicitation processes.
- Prepare and present oral and written reports, briefs, plans, budgets, and studies to the City Manager, City staff, City Council, and City committees.
- Provide responsible and complex professional support to the City Manager and City staff on issues and matters related to Department operations and activities.
- Serve as a staff liaison to one or more City committees, including developing agendas, facilitating meetings, making presentations, and preparing minutes.
- Represent the City and Department to internal and external parties (e.g., members of the public, elected officials, other City departments, and outside organizations), including negotiating and resolving sensitive and controversial issues, as well as explaining and defending Department operations and activities.
- Select, train, supervise, and regularly evaluate Department employees, including implementing discipline and termination proceedings when necessary.
- Maintain knowledge of current laws, potential legislation, best practices, trends, innovations, and technology related to Department operations and activities.
- Identify, recommend, and implement improvements related to the efficiency and effectiveness of Department operations and activities (e.g., policies, procedures, regulations, organizational structures, resource allocations, and service levels).
- Identify, recommend, pursue, and implement innovative methods of funding and implementing Department operations and activities (e.g., grants, contracts, public-private partnerships, community participation, and technological integration).
- Manage fleet vehicles and related resources assigned to the Department, including monitoring use and safety, and ensuring that the manufacturer's recommended maintenance and emergent maintenance needs are timely addressed.
- Assist with special events hosted, or participated in, by the City, including by interacting with members of the public (e.g., at a City table or booth) and moving, arranging, and configuring tables, chairs, and other equipment, as well as food,

drinks, decorations, displays, waste, and other items, materials, and supplies.

- Serve as a member of the Executive Management Team that oversees the day-to-day operations and activities of the City and provides strategic leadership.
- Provide support and relief coverage for City and Department employees.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office procedures, methods, and equipment, including computers.
- Responsive customer service practices, including active listening.
- Standards, laws, rules, and regulations, as well as operational and activity characteristics, applicable to the assigned programs, projects, and services.
- Processes for obtaining governmental approvals to alter and construct buildings in the State of California, including the roles of the California Environmental Quality Act (“CEQA”) and California Building Standards Code.
- Principles of grant applications and administration.
- Principles of human resources management (both employees and volunteers).
- Principles of the California Public Records Act and Ralph M. Brown Act.
- Principles and techniques of record keeping and filing.
- Methods of program evaluation and assessment.

Ability to:

- Perform the essential duties described in this job classification in a professional, timely, and accurate manner with the referenced level and degree of supervision.
- Alphabetize, compare, count, differentiate, measure, assemble, sort, copy, record, classify, compute, tabulate, categorize, and transcribe data and information.
- Supervise, evaluate, and train persons with diverse backgrounds.
- Communicate effectively and concisely, including the ability to inform, educate, and persuade persons with diverse backgrounds.

- Communicate in writing effectively and concisely, including with use of proper spelling, grammar, punctuation, and command of the English language.
- Establish and maintain effective and collaborative professional relationships with internal and external parties.
- Demonstrate an awareness and appreciation of local cultural diversity.
- Maintain confidentiality and discretion when necessary or directed.
- Provide responsive and courteous assistance to members of the public.
- Maintain professional composure at all times, including when dealing with upset, hostile, and difficult interpersonal interactions.
- Maintain effective organization of multiple activities and assignments in a busy office environment with frequent interruptions.
- Understand, analyze, interpret, and apply data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Understand, analyze, interpret, and apply CEQA, the California Building Standards Code, and other standards, laws, rules, regulations, and policies to assigned duties.
- Understand, analyze, interpret, and apply ordinances, resolutions, policies, laws, procedures, standards, and practices to complex and variable situations.
- Understand, analyze, interpret, and apply design and descriptive information, including plans, maps, manufacturer's specifications, property records, statistics, charts, graphs, and tables.
- Understand, calculate, and interpret percentages, fractions, ratios, statistics, and spatial relationships, including areas, square footages, and dimensions.
- Analyze and resolve issues that require complex planning for multi-disciplinary operations and activities, as well as concrete and abstract variables.

Education and Experience:

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a bachelor's degree from an accredited college or university with major course work in public administration, public policy, architecture, biology, environmental science, natural resource management, planning, or a similar subject, and five years of increasingly responsible full-time work experience involving relevant operations and activities. Possession of a master's degree; prior experience in a

supervisory or senior-level planning or environmental services position; and, American Institute of Certified Planners (“AICP”) certification is highly desirable.

Licenses/Certifications:

Must possess and maintain a valid Class C California Driver’s License and must qualify for and maintain insurability under the City’s vehicle insurance policies, as may change from time to time. This position involves the regular performance of duties and travel that require operation of a personal vehicle.

PHYSICAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, employees are frequently required to sit, stand, walk, talk, and hear; use hands to handle, manipulate, feel, move and operate equipment, tools, and controls; and, use hands and arms to reach. Specific vision abilities required include close, distance, peripheral, and color vision, depth perception, and the ability to adjust focus. Specific hearing abilities required include hearing in the normal audio range with or without correction. While most activities are performed sitting in a sedentary manner at a desk, and sitting or standing at a counter, employees are periodically required to accompany subordinate employees as they conduct building inspections and perform other activities that require exertion of physical effort, involving a combination of standing, walking, climbing, balancing, stooping, kneeling, crouching, and crawling as well as carrying, lifting, pushing, and pulling objects up to 30 pounds. Periodic use of ladders and the performance of activities in attics, crawlspaces, suspended structures, and demolished and partially constructed structures (e.g., active and inactive construction sites and structures damaged by fires and floods), as well as on roofs, scaffolding, and temporary construction structures, is required. The safety of each construction site and structure in which activities are performed is considered unknown at the time of initial entry and at all times thereafter. The surfaces upon which activities are performed may be in motion, rough, hot, slippery, wet, sloped, and uneven.

While most of the duties of this class are performed in an office setting with low to moderate noise and regular interruption, employees are also frequently required to travel and work in other settings (e.g., meetings, events, and accompanying subordinate employees as they conduct building inspections), which may involve outside weather with exposure to rain, humidity, heat, cold, and sunlight. Employees may experience high levels of noise and vibration, as well as exposure to odors, fumes, dust, smoke, hazardous substances, and other irritants that can cause discomfort and injury. Employees may also come into contact with hazardous traffic conditions.

Work schedules and hours vary for this class based on the City’s needs and include some early mornings, evenings, weekends, and holidays.

Tools and Equipment:

Must possess the knowledge and ability to effectively use computers, copiers, scanners, facsimile machines, cash registers, credit card terminals, calculators, microfiche readers, telephones, digital cameras, rulers, architectural scales, keys, electronic access control

devices, and other measuring devices to collect data and information. “Ability to effectively use computers” includes, but is not limited to, the knowledge and ability to input, query, and maintain information in software such as Microsoft Windows, Outlook, Excel, PowerPoint, Edge, and SharePoint, and Google Earth, as well as the City’s cashiering, code enforcement, geographic information system (“GIS”), multifactor authentication, permitting, inspection, scheduling, records, and teleconferencing software, as may change from time to time. “Computers” includes, without limitation, tablet devices.

OTHER NOTICES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is a similar, related, or logical assignment.

The selection process for this position will include fingerprinting; a State of California Department of Justice criminal background check; reference checks; confirmation of education claims, licenses, and certifications; and, a physical medical examination.

This position is exempt under the Fair Labor Standards Act.

Pursuant to California Government Code Section 36506, neither this job classification nor any other communication, rule, or regulation shall be construed to provide employees with any tenure or property interest in employment with the City. All City employees serve “at will” and are subject to termination without cause at any time – no exceptions.

All City employees are designated Disaster Service Workers by both state law and City ordinance. Duties when serving as a Disaster Service Worker may be in locations, during hours, and performing work significantly different from the employee’s normal duties.

The City of Laguna Woods is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category [race (including, but not limited to, traits historically associated with race such as hair texture and protective hairstyles), color, religion (including, but not limited to, religious dress and grooming practices), sex/gender (including, but not limited to, pregnancy, childbirth, breastfeeding, and related medical conditions), gender identity, gender expression, sexual orientation, marital status, medical condition (including, but not limited to, genetic characteristics and cancer or a record or history of cancer), military or veteran status, national origin (including, but not limited to, language use and possession of a driver’s license issued to persons unable to provide their presence in the United States is authorized under federal law), ancestry, disability (including, but not limited to, mental and physical disabilities such as cancer, genetic characteristics, and human immunodeficiency virus (“HIV”)/acquired immunodeficiency syndrome (“AIDS”)), genetic information, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics].

The City provides employment rights and non-discrimination on the basis of disability as

established in the Americans with Disabilities Act. Reasonable accommodation may be made to enable a person with a disability to perform this position's essential functions.

Additional laws, rules, and regulations apply to this position.