

PLANNING & REDEVELOPMENT DIRECTOR

Department: _____
Division: Planning & Redevelopment
Reports to: City Manager

Classification/Grade: M-4
FLSA Status: Exempt – A-Will
Date Approved: _____

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under the direction and general supervision of the City Manager, administers and enforces the planning/zoning, master plan and other land use polices of the City, including the activities of the Redevelopment Agency (RDA). Conduct research; prepare draft ordinances and other draft policy documents for City Council consideration. Supervise code enforcement activities and the Geographic Information System (GIS) program. Serve at the pleasure of the City, subject to the terms of their employment agreement.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Responsible for the administration and enforcement and of City's planning/zoning policies.
3. Responsible for development, update and presentation of Comprehensive Master Plan.
4. Supervise code enforcement officer activities and GIS program.
5. Provide professional advice to the City Manager, other City Staff, and Mayor/City Council.
6. Responsible for processing all planning/zoning applications made to the City and presentation before City Council, as required,
7. Attend various meetings for planning and zoning that affect the City of Mesquite.
8. Answer questions and provides information regarding zoning and planning requirements for the public.
9. Create files and routes applications for review; prepare reports, charts, and maps for use and review for the City Manager, other City staff and Mayor/City Council; make presentations of information gathered and procedures followed to others.
10. Serve as the manager of the RDA under the direction of the City Manager.
11. Coordinate agenda and attends RDA committee and board meetings.
12. Perform related tasks as assigned by the City Manager.
13. Be dependable and meet acceptable attendance requirements at all times.
14. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

A. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Principles and practices of municipal planning
- Professional, technical, legal and financial problems involved in municipal planning programs.
- Principles and practices of transportation planning and models, and forecasting methods.

- Methods and techniques for determining community, planning and development priorities.
- Land use planning and zoning concepts and regulation.
- Applicable local, State and Federal regulations and procedures concerning community development and housing, environmental practices and zoning issues related to municipal planning and transportation planning.
- Project management methods and practices, including methods of preparing designs, plans, specifications, estimates, reports and recommendations.
- Good public relations.

Ability to:

- Plan, direct, and integrate broad, comprehensive planning projects.
- Develop complex strategic plans and programs, and methods to evaluate programs.
- Develop and administer a large departmental budget.
- Communicate effectively orally and in writing.
- Present proposals and recommendations clearly and logically in public meetings.
- Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private and community organizations, and other encountered in the course of work.
- Understand the applicability of existing Federal and State laws and regulations and to keep abreast of current developments in legislation and trends.
- Develop reports, charts, draft ordinances and other written documents.
- Communicate with the public and staff with tact and diplomacy.
- Make quick well-founded decisions.
- Work non-standard hours such as evenings, weekends and holidays.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Graduation from an accredited four-year college or university with a Bachelor’s Degree in city planning, geography, landscape architecture, civil engineering, architecture, urban design, public administration, or a related field. A Master’s Degree in a related field is desirable.

Experience: Four (4) years of increasingly responsible experience in municipal planning, zoning and administration of development codes, planning policies and procedures, and working with automated geographic information systems, including two years of administrative and supervisory responsibility.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class “C” driver’s license. AICP preferred.

WORKING CONDITIONS

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Moderate physical exertion is required due to occasional bending, twisting, reaching, kneeling, walking and standing. Must be able to handle stressful situations, attend some breakfast, lunch, or evening meetings, travel to off-site facilities and must carry/lift/push or pull loads of up to 25 lbs.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: April 2004
July 2007