

**TOWN OF PORTOLA VALLEY  
PLANNING AND BUILDING DIRECTOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general direction of the Town Manager, serves at the Department Head level and is part of the management team. Performs a variety of leadership, supervisory, administrative, and technical work for the Planning, Building, and Code Compliance Divisions of the Department, including overseeing the design review and planning entitlement processes, long range planning efforts, and other activities related to the physical development of the Town. Direct and indirect supervision over professional, technical, and office personnel that are employees of the Town or consultants to the Town is also an element of this position. Develop, implement, and manage or monitor the annual department budget.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may be called on to perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address changing and on-going needs of the Department.*

- Provide exceptional customer service; enable staff to perform assigned responsibilities; plan, organize, monitor, supervise, coordinate, and participate in the Town's development processes and code compliance.
- Provide staff support to the Planning Commission including oversight and coordination of the meeting agenda process and providing an overview of the meeting minutes.
- Provide staff support to the Architecture & Site Control Commission (ASCC) including oversight and coordination of the meeting agenda process and providing overview of the meeting minutes.
- Respond to questions on key land use planning matters in a timely manner prioritizing those questions from the Town Manager, Town Council, Planning Commission, or ASCC.
- Work closely with the Public Works Director on all projects where planning, building, and public works issues are involved.
- Attend pre-application meetings, as needed; oversee the review of development and building permit applications for completeness, consistency with zoning requirements and architectural/site development standards including, but not limited to, project applications, building permits, site development, subdivision, conditional use permit and variance applications; oversee the evaluation of alternatives and conformance with Town policies, ordinances, plus state and federal laws; prepare and present staff reports to the Architectural Site and Control Commission, Planning Commission and Town Council regarding a variety of entitlement applications and Town policies or procedures.
- Confer with and provide oral and written information to property owners, contractors, developers, architects, engineers, and the general public regarding conformance with

standards, plans, town policies, specifications and codes; explain codes, requirements and procedures and evaluate alternatives.

- Oversee, motivate and evaluate personnel; provide and/or coordinate staff training, schedule staff, assign and monitor projects or support tasks.
- Mentor and develop in-house staff to provide for succession planning.
- Meet regularly with assigned personnel to review status of assignments, help where needed and identify/address issues in a proactive manner.
- Communicate staff and consultant assignments and responsibilities clearly and in a manner that is mutually understood to avoid duplicative effort and ensure efficient use of limited resources.
- Negotiate, coordinate and manage professional contracts.
- Resolve complex and sensitive customer issues.
- Respond to code violations, conduct code compliance and enforcement activities.
- Develop and implement studies, reports, recommendations, programs, and services that are responsive to the community.
- Prepare and evaluate environmental assessment studies and documents in line with the California Environmental Quality Act (CEQA);
- Provide technical information on codes, processes, and guidelines to property owners, contractors, architects, engineers, other Town staff and the general public.
- Develop and recommend amendments and revisions to the General Plan, Municipal Code, and -the Town's review and approval process.
- Ensure the preparation of budgets and the effective use of budgeted funds.
- Oversee all functions of the department including: applications, fee and fine assessment and collection, plan review, design and site review approvals and permit issuance, construction inspections and readiness for occupancy.
- Analyze, interpret and explain codes, laws and departmental policies and procedures.
- Assure uniform interpretation, consistent enforcement, and compliance with codes.
- Represent the Town on intergovernmental committees, at regional meetings and conferences.
- Perform the statutory duties outlined in the Town's municipal code.
- Implement the goals, policies, and programs of the Town's General Plan.
- Other duties as assigned.

## QUALIFICATIONS

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

A successful incumbent will have excellent leadership, teambuilding, communication and interpersonal skills; demonstrate an ability to effectively solve problems, effectively communicate verbally and in writing, possess a thorough knowledge of zoning laws and comprehensive plans; provide extensive knowledge of planning programs and processes; display a working knowledge of computer programs typically encountered in a planning and building department; and an ability to establish and maintain effective working relationships with the Town Manager, other Directors, Staff plus elected and appointed officials.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:** A Bachelor's degree from an accredited college or university with major course work in land-use planning, urban planning, architecture, landscape architecture, or a closely related field. A Master's degree is highly desirable.

**Experience:** 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.

**Licenses or Certificates:** Possession of, or ability to obtain, valid California Driver's License. AICP certification is highly desirable.

## FLSA STATUS

This classification is exempt from the Fair Labor Standards Act (FLSA) as an administrative employee whose primary duty is to the performance of office or non-manual work directly related to the management or general business operations of the Town. The incumbent will exercise discretion and independent judgment with respect to matters of significance. The incumbent will supervise at least three FTE personnel and will be exempt from the FLSA as an executive employee.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Standard office setting. CONTINUOUS work indoors in close proximity to co-workers and members of the public. The work schedule is standard business hours (currently 40 hours per week and may be amended or prorated) with the requirement to attend frequent after-hours meetings. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressures. Work is performed indoors in offices and in meeting rooms, occasionally there is a need to conduct site or field visits, where the terrain is often hilly.

**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.