



City of Irving Job Description

Planning Director

FLSA Status:	EXEMPT	Job Department:	Planning
Job Code:	1D01	Reports To (Job Title):	Assistant City Manager

PURPOSE

Provide professional leadership to the City's long-range and current planning programs, participate as a key team member in development programs and initiatives, which includes recruiting, retention, relocation and redevelopment, and advise the City Manager, senior City staff, Planning and Zoning Commission and City Council on planning, zoning, land-use, and development-related issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Manage and direct the Planning and Zoning program of the City including long-range planning, current planning, development and amendments to development ordinances.
- Oversee the development and implementation of the Comprehensive Plan and other plans for specific neighborhoods including its goals, policies, and objectives through the Department's activities.
- Oversee statistical information about Irving including population, demographics, housing, employment, and other relevant data.
- Make interpretations/determinations on complex development issues.
- Ensure compliance of plans with Zoning and Subdivision Ordinances, related City Ordinances and State Law.
- Propose revisions to ordinances as needed to implement development, according to the vision of the City Council.
- Develop and implement department goals, objectives, policies and procedures.
- Develop and present recommendations regarding policies, procedures, ordinances and land use issues to the City Manager's Office, City Attorney's Office, Planning and Zoning Commission and City Council.
- Represent the City on matters relating to development, planning, zoning, platting, urban design, and land-use.
- Lead the planning and implementation of development along major corridors and in neighborhoods throughout the community.
- Provide leadership and direction to transit-oriented development planning and review.
- Represent the City in development-related meetings with developers and property owners to ensure development proposals maximize quality, sustainability and aesthetics.
- Plan, develop and help implement communications programs regarding planning and zoning initiatives, including neighborhood outreach and media relations.
- Participate as a leader and team member in inter-departmental initiatives regarding improving internal procedures and integrating new technologies, and in community outreaches such as corridor improvements, and neighborhood enhancement programs.
- Respond to sensitive inquiries from internal and external customers.

- Develop and administer annual department budget.
- Manage the hiring, staffing, directing, motivating, evaluating, training, counseling, discipline, promotion, and termination of departmental staff.

OTHER DUTIES AND RESPONSIBILITIES

- Perform related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 9 total employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Develop and administer a departmental budget totaling over one million dollars annually.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Master's degree in Urban Planning, Public Administration or related field.

EXPERIENCE

- Minimum ten (10) years in land use planning, economic development, and working with elected and appointed officials.

CERTIFICATES, LICENSES, REGISTRATIONS

- American Institute of Certified Planners (AICP) certification preferred, but not required.

KNOWLEDGE OF

- Principles of land use planning including trends and best practices.
- Federal, state and local land use and economic development laws, court decisions regarding land use regulations and economic development, and State legislative procedures and processes.
- Basics of building codes, engineering principles, fire codes, environmental protection laws and other development regulations beyond zoning and subdivision.
- Management principles and processes, including personnel management, financial management/budgeting, ethics and customer service.
- Geographic Information Systems.

SKILLS AND ABILITIES IN

- **Multi-tasking & Timeliness:** Managing multiple tasks on specific deadlines.
- **Conflict Resolution and Solution-Seeking:** Negotiating effectively and diplomatically, and tactfully identifying/proposing/advocating compromises to resolve conflicts.
- **Neutrality:** Recognizing political realities and issues without becoming involved in the political environment.
- **Challenge Awareness & Strategy:** Quickly identifying issues and understanding the impact of proposals for new development and redevelopment, or changes in regulations or policies, and developing alternatives to address the issues.
- **Compliance:** Interpreting and explaining laws, policies and guidelines, and applying them to specific situations.
- **Communication & Active Listening:** Speaking clearly and effectively, and listening intently to understand not only what is said but what is implied or suggested in both formal and informal settings.
- **Community Presentation:** Preparing and presenting concise, yet thorough, written and oral reports and responding appropriately to detailed and sometimes hostile interrogation in a public forum.
- **Staff Management:** Exercising effective supervision and providing training & professional development opportunities to staff members with varied backgrounds and skills.
- **Judgment & Decision-Making:** Weighing the relative costs / benefits of a potential action.
- **Flexible Prioritization:** Selecting, from multiple options, activities to achieve a goal, and modifying them when appropriate.
- **Complex Problem-Solving:** Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- **Critical Analysis:** Using logic and analysis to identify the strengths and weaknesses of different approaches.

GUIDANCE RECEIVED

Departmental Goals and Priorities

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

CONTACTS

Regularly interacts with high level city officials including city council members, planning and zoning commission members, city manager, city attorney, department directors and managers. further, regularly external interactions include private developers, attorneys, engineers, architects and others involved in development proposals, as well as residents and business owners.

Occasionally interacts with senior members of other organizations such as Dallas/Fort Worth International Airport, Dallas County, other cities, school districts and similar entities.

EQUIPMENT AND PROPERTY

This position regularly utilizes a computer, telephone, automobile, and camera.

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.*

The employee is constantly required to carry, grasp, lift up to 10 pounds, listen, reach, see, sit, and talk.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment usually is low. Routine office environment; occasionally is exposed to outdoor environment when visiting a development location.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.