



**City of Irving Job Description**  
**Assistant Planning & Community Development**  
**Director**

---

<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Planning & Community Development
<b>Job Code:</b>	10041	<b>Reports To (Job Title):</b>	Planning and Community Development Director

---

**PURPOSE**

Provide professional leadership and direction to the City's long-range and current planning programs, and advise the Director, Deputy City Manager, City Manager, senior City staff, Planning and Zoning Commission and City Council on planning, zoning 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 program of the City including long-range planning, current planning, redevelopment and amendments to development ordinances.
- Develop and implement division goals, objectives, policies and procedures.
- Develop and present recommendations regarding policies, procedures, ordinances and land use issues to the Director, City Manager's Office, City Attorney's Office, Planning and Zoning Commission and City Council.
- Represent the City in development-related meetings with developers and property owners to ensure development proposals maximize quality, sustainability and aesthetics.
- Participate as a leader and team member planning and implementing redevelopment along major corridors and neighborhoods throughout the community.
- Plan, develop and help implement communications programs regarding planning 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 housing and neighborhood enhancement programs.
- Respond to sensitive inquiries from internal and external customers.
- Develop and administer annual division budget.
- Manage the selection, training and evaluation of division staff.

**OTHER DUTIES AND RESPONSIBILITIES**

- Perform related duties 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 7 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Develop and administer Planning Division budget of over \$1 million dollars.

## **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 eight (8) years in land use planning, with five (5) years of supervisory experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- American Institute of Certified Planners (AICP) certification *preferred*, but not required.
- Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, may be 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**

- Project System Ability: Managing multiple complex projects while working with a variety of software packages, tasks, and projects at the same time.
- Negotiation: Effectively bringing others together to reconcile differences, both diplomatically and tactfully.
- Persuasion: Convincing others to approach things differently, which includes identifying, proposing, and advocating compromises to resolve conflicts.

- Political Perceptiveness and Sensitivity: Recognizing political realities and issues without becoming involved in the political environment.
- Identification of Key Causes: Identifying the things that must be changed to achieve a goal.
- Planning System Analysis: 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.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do, which includes listening intently to understand not only what is said but what is implied or suggested in both formal and informal settings
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Reporting: Preparing and presenting concise, yet thorough, written and oral reports.
- Interactive Presentation *under Pressure*: Effectively presenting information to groups and responding to questions, often in stressful situations, responding appropriately to detailed and sometimes hostile interrogation in a public forum.
- Effective Supervision: Producing decided, decisive, and/or desired effect in the actions of those under one's direction.
- Training and Direction: Effectively guiding and critiquing adult learners, which involves providing professional development opportunities to staff members with varied backgrounds and skills.
- Policy Analysis: Interpreting and explaining laws, policies and guidelines, and applying them to specific situations.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Judgment and Decision-Making: Weighing the relative costs / benefits of a potential action.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.

## **GUIDANCE RECEIVED**

### **Priorities and Policies**

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

## **CONTACTS**

Internally, this position regularly interacts with high level city officials including city council members, planning and zoning commission members, deputy city manager, city manager, city attorney, department directors and managers.

Externally, this position regularly engages with private developers, attorneys, engineers, architects and others involved in development proposals, as well as, residents and business owners. Occasionally, it also 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 utilizes a computer, telephone, automobile, 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 balance, carry, grasp, lift up to 10 pounds, listen, push or pull, reach, see, sit, stand, stoop, talk, and walk. Frequently, s/he is required to climb and vehicle. Occasionally, s/he is required to lift up to 25 pounds and kneel.

## **WORK ENVIRONMENT**

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

The employee is constantly exposed to stress. Occasionally, s/he may encounter dirty environment. Rarely, s/he may encounter confining work spaces and air contamination. The noise level in the work environment usually is Low to Moderate. Although most work takes place in a routine office environment, occasionally, s/he is exposed to an outdoor environment when visiting a development site.

\* 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.